

At a meeting of the ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE held in the CIVIC CENTRE on MONDAY, 26TH APRIL, 2010 at 6.00 p.m.

Present:-

Councillor Miller in the Chair

Councillors E. Gibson, Kelly, Tye, Wakefield, Whalen and Wood

Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Ball.

Minutes of the Last Meeting of the Environment and Attractive City Scrutiny Committee held on 15th March, 2010

1. RESOLVED that the minutes of the last meeting of the committee were agreed and signed as a correct record.

Declarations of Interest

There were no declarations of interest.

Project Update: Street Lighting and Highway Signs PFI Contract

The Executive Director of City Services submitted a report (copy circulated) which informed Members of the progress of the Street Lighting and Highway Signs PFI. The report introduced the annual report of Aurora, the PFI partner.

(For copy report – see original minutes)

Graham Carr, Highways Maintenance Manager, presented the report. Mr Carr advised that the contract was for 25 years and the initial Core Investment Programme which was the renewal and replacement programme had now been completed and Aurora were now focused on the operation and maintenance aspects of the street lighting service.

There were six performance standards set out in the contract and there were deductions made if the standards were not met.

Councillor Tye commented that when there was a concern raised by residents or Councillors there was a need for there to be a proper response provided rather than just a standard response. These standard responses lead to annoyance for residents and it was important for Aurora to improve their customer services and be more sympathetic to the concerns of residents.

Councillor Wood asked how the system of deductions worked.

Mr Carr advised that there were deductions for non compliance set out in the contract.

Phil Jordan, General Manager for Street Lighting Repairs, advised that if Aurora failed to complete tasks within the required timescales then penalties would be received. There was a requirement for Aurora to meet the targets set out in the contract.

Mr Carr further added that there were different rates set for the different performance areas.

The Chairman commented that he did not imagine that there would have been many failures to meet the performance standards given the small amount of deductions made. He asked whether it would be possible for the number of deductions made to be provided.

Mr Carr advised that the large deductions had happened during the installation phase however now that the installation was completed the deductions were much smaller.

Councillor E. Gibson advised that there had been good comments received from residents about the trial scheme on Mill Hill Road which had seen dimming lights fitted. There had however been problems in the regeneration areas where underground cables had been damaged; there had been a lot of incidents where whole areas had been affected by the loss of lighting. Overall the contract was working well.

Mr Jordan presented the progress report from Aurora. There were two areas of maintenance, planned and reactive. Planned maintenance included painting, cleaning and carrying out electrical testing while reactive maintenance was responding to problems such as lights damaged by traffic accidents or vandalism.

There was a new tracking system in place for customer satisfaction.

Aurora had been given responsibility for the decorative lighting at Houghton Feast and the Christmas illuminations and both programmes were delivered to specification in 2009/10.

In addition to the automatically dimming lights being trialled at Mill Hill Road there were also tests of new photo cells underway at Crowther Industrial Estate where lighting would be switched on slightly later and switched off again slightly earlier. This would reduce burning hours by approximately 10 minutes per night which would result in reduced energy consumption. The cost savings for this had not yet been confirmed.

Councillor Tye commented that he would like to see improvements in the system for Councillors to report problems. He queried the possibility of a dedicated telephone line being set up for Councillors to use. He also felt that it would be useful for Members to receive feedback and progress reports after reporting problems.

Councillor E. Gibson asked whether the cost of repairs as a result of vandalism had increased.

Mr Jordan advised that there had not been any increase identified. The areas with large numbers of empty properties and demolition works often had larger levels of vandalism.

Mr Carr added that Aurora had used new lighting in subways which was more resistant to vandalism than the older lighting; this had helped to reduce repair costs.

Councillor Wood commented that it was disappointing that there was no way of reducing the time taken for repairs to be carried out when dealing with NEDL. He asked what the procedure was when there needed to be roads dug up to repair underground faults.

Mr Carr advised that both Aurora and NEDL needed to contact the council to gain permission before starting any road works. He advised that when the faults had occurred with the street lighting along Leechmere Road the faults had been rectified within 20 days. There were risk assessments carried out whenever there were faults and priority was given to those areas where there were junctions or crossings nearby.

Mr Jordan added that Aurora put a lot of pressure onto NEDL however it was sometimes difficult to get them do carry out the work as their target was 35 days rather than the 25 day target Aurora operated. If feasible and necessary then Aurora would carry out temporary repairs while waiting for NEDL to carry out the permanent repair works.

Councillor Wakefield suggested that NEDL be invited to attend the next meeting of the Committee where street lighting was to be discussed; there was a need for them to be able to answer the questions about the quality of the service they provide.

The Chairman asked what relationship there was between Aurora and NEDL.

Mr Carr advised that during the first five years of the PFI contract NEDL had shared an office with Aurora and this had helped the two companies to work more closely with each other; NEDL had now moved into separate offices. Street lighting was not a main priority for NEDL; they were more concerned with maintaining public power supplies.

The Chairman expressed concerns over the differences in targets between Aurora and NEDL; he felt that both of the contracts should have the same targets and the companies should be working as closely now as they were during the initial phase of the PFI contract.

Mr Carr advised that although there was an issue with the targets being different any repair work was normally completed within 25 days.

Councillor Kelly commented that in Sulgrave and Concord there had been new lighting installed however there had previously been lights attached to buildings. Some of these lights had been removed but others had not. Some of the remaining lights had been disconnected while others were on permanently.

Mr Jordan advised that there were issues with accessing houses in order to disconnect the lighting. The removal of these lights would be examined.

Councillor Kelly then commented that in some areas the new lighting was worse than the old lighting. There were areas that were in darkness.

The Chairman advised that the focus of the light had an effect on the perceived brightness.

Mr Carr added that the old lights had a 360 degree lighting pattern however the new lights were focused onto the ground.

Councillor Tye expressed concerns over the level of light in parts of Silksworth. He had moved to a new house and the lighting there was brighter than the street lights in other streets in the area.

2. RESOLVED that the report be received and noted.

Performance Report Quarter 3 (April – December 2009)

The Deputy Chief Executive and the Executive Director of City Services submitted a report (copy circulated) which provided the committee with a performance update relating to the period April – December 2009.

(For copy report – see original minutes)

Mike Lowe, Assistant Head of Performance Improvement, presented the report. He advised that this was the standard report which was presented to the Committee on a quarterly basis. The report had been changed to include reporting around the Committee's policy reviews. This showed the progress being made on the performance indicators related to the policy reviews.

Councillor Tye asked for further information regarding NI 48, Children killed or seriously injured in road traffic accidents.

Andrew Jackman, Interim Assistant Head of Traffic Road Safety, advised that indicator BV99 showed actual figures. The indicator looked at the accidents over a three year period. There had been a low number of accidents and as such it was difficult to predict trends. There was work being done in conjunction with the police in order to identify where there was most need for targeted safety measures such as education or enforcement.

Councillor Wood asked when the committee would receive the information regarding NI 175.

Mr Lowe advised that the information was collected annually and would be available in September.

The Chairman commented that he still felt that the Appendix to the report needed to be set out more clearly. It was not the easiest of documents to read and it should be written in plain English. There had been progress made and it was important that this was presented in an easily accessible format.

Councillor Wakefield commented that the police appeared to be doing less enforcement. They had a major part to play in road safety. There were regularly cars parked on crossings and in other dangerous places and there needed to be action taken against these people in order to improve road safety.

Mr Jackman advised that the safer roads partnership did a lot of enforcement and that this was predominantly camera based. Traffic was a low priority for the police when compared with other crimes. There was however a campaign currently underway to target use of mobile phones when driving.

3. RESOLVED that the report be received and noted and that the progress being made continue to be monitored.

Sunderland Destination Management Plan and Regional Update

The Executive Director of City Services submitted a report (copy circulated) which informed Members of the development of a Sunderland Destination Management Plan which set out the aims and objectives for the development of Sunderland as a visitor destination.

(For copy report – see original minutes)

Sue Henderson, Project Development Manager, presented the report and advised that this was a five year plan which aimed to develop Sunderland as a visitor destination which would deliver a total visitor experience. There was £14 billion spent on tourism in the UK.

Sunderland was an emerging destination and it was planned to develop the city as a leading destination.

Councillor Kelly commented that he agreed with the principles of the report however he felt that there was a lot of work to be done and there had been very little budget allocated. He would like to see the budget for the project increased. There was a need for the project to be given the necessary support if it was to be viable.

Councillor E. Gibson stated that the lack of good quality hotels in the city was holding the city back.

Councillor Tye commented that there was the potential for more events. There had previously been an Events Safety team however this was now part of the general Corporate Safety department. While he understood the reasoning behind having a centralised department he felt that events safety was a specialist subject and there was a need for experience.

Ms Henderson advised that there was a dedicated officer for each event and that the department liaised with the multi agency groups.

Councillor Kelly agreed that there was a need for a dedicated events safety team, especially as there was to be an increase in the number of events taking place. This should be looked at as part of the report and should receive the necessary investment. He also felt that the beaches were poorly advertised.

The Chairman commented that it could be worth having the Area Committees look at the Destination Management Plan. There was a need for figures to be provided, especially the expected footfall, costs and incomes. There was a need for quality hotels. There should be a dedicated events team especially when the city was attracting large events such as the Pink concert at the Stadium of Light.

4. RESOLVED that the report be received and noted.

Public Conveniences – Progress Report

The Executive Director of City Services submitted a report (copy circulated) which provided Members with a progress report on Public Conveniences within the city.

(For copy report – see original minutes)

Les Clark, Head of Street Scene, presented the report and advised Members of the public conveniences situated in Sunderland.

Councillor Wakefield commented that he did not feel that the provision in Houghton was acceptable. The only conveniences available were in the supermarket and were intended for use by customers of the supermarket. When the store was closed there were no public conveniences in Houghton. There had been petitions and a Councillor Call for Action and still there had been nothing done to address the situation.

Councillor Wood commented that the use of existing facilities such as those in shops was a good idea however the shops were often not open 24 hours and on Sundays were only open between 10a.m. and 4p.m. There was a need for public conveniences to be available 24 hours a day.

The Chairman commented that it seemed like public toilets were generally ignored. There was a need for adequate provision to be made if there were to be more people attracted to the city. The Chairman suggested that the committee receive a detailed report in the new municipal year.

The Committee agreed with this proposal and it was:

5. RESOLVED that the report be received and noted and that a detailed report be submitted to a future meeting of the Committee.

Winter Maintenance 2009/2010

The Executive Director of City Services submitted a report (copy circulated) which updated Members on the winter maintenance operations undertaken during the winter of 2009/10.

(For copy report – see original minutes)

Les Clark, Head of Street Scene, presented the report and advised that in October 2009 the Portfolio Holder for Attractive and Inclusive City had agreed the Annual Winter Service Policy Statement for 2009/10. This set out what was expected of the Council including the location of salt bins and the schedules for gritting.

There had been large amounts of salt used by all authorities throughout the country. Some authorities had reduced the amount of gritting that took place; Sunderland however had used road chippings mixed in with the grit so that full coverage could continue while ensuring that the limited stocks of grit were preserved.

Councillor Tye praised the department for their hard work. He commented that the road chippings were still present and asked what would be done about them.

Councillor Wood agreed with Councillor Tye's comments and stated that it would be a big job to remove the road chippings.

Mr Clark advised that there would be an intensive deep cleanse to remove the road chippings and they would be stockpiled for any future severe weather conditions. The road chippings did not degrade in the same way as the salt.

Councillor Kelly asked that Members be consulted in July or August to ensure that the grit bins were placed in the most appropriate locations next winter.

6. RESOLVED that the report be received and noted.

Introduction of 20mph Zones in Sunderland Task and Finish Group Final Report

The Traffic Issues Task and Finish Group submitted a report (copy circulated) which allowed the Committee to receive the draft final report of the group on the introduction of 20mph zones in the city.

(For copy report – see original minutes)

Andrew Jackman, Interim Assistant Head of Traffic Road Safety, presented the report and advised that the work with Jacobs Consultants would continue and that the proposed areas would be refined to enable cost estimates to be provided. It was likely that each area would have several small zones within it. The introduction of an Enabling Policy would mean that the Council would be able to continue rolling out the zones until the Council was satisfied that there were sufficient zones in place. There would be monitoring taking place to see a before and after of what the speeds and volumes of traffic were within the areas.

Councillor Wakefield referred to the potential for the implementation of variable 20mph limits. Newbottle Primary School was located on the A182 in Houghton which was a major road. This could be the ideal location to implement a variable speed limit to improve safety around the school.

Councillor E. Gibson moved that option C "That consideration be given to developing a set of pilots from within the 15 areas, in order to assess the impact of 20mph zones in Sunderland and to provide an opportunity to refine

the delivery process” be amended to ensure that all 15 areas had a 20mph zone implemented.

The committee unanimously agreed with this motion.

Councillor Kelly commented that he was looking forward to the proposals coming forward. He had concerns over the financial figures given in the report. North Tyneside had implemented zones which had cost less than the amounts which were given in the report.

Councillor Wood added that there was a need for effective schemes to be implemented and the costs needed to be kept as low as possible.

The Chairman agreed with the comments made by Councillor Kelly and Councillor Wood. He stated that the report set out what needed to be done. All of the zones should be implemented in the order set out in the report. This was an excellent piece of work and he thanked everyone who had been involved in the work.

7. RESOLVED that the draft final report of the Traffic Issues Task and Finish Group be received and noted.

Annual Report of the Committee 2009/10

The Chief Executive submitted a report (copy circulated) which sought the Members views on a report setting out the operation and achievements of the Committee over the last year. The report and the comments made by Members would be submitted to the Management Scrutiny Committee on 29th April, 2010. The report would then be incorporated into an Annual Scrutiny Report which would cover the work of all of the Scrutiny Committees.

(For copy report – see original minutes)

Jim Diamond, Scrutiny Officer, presented the report and advised that section 3 of the report was the suggested text to be included in the Annual Scrutiny Report. The final report would be submitted to the Council Meeting to take place in June.

The Chairman stated that he liked the way the annual report had been changed to be one report covering all of the Committees. He felt that the final report would be more concise as a result of this.

8. RESOLVED that the draft end of year report be received and noted and that it be submitted to the Management Scrutiny Committee on 29th April, 2010.

Forward Plan – Key Decisions for the Period 1 May 2010 – 31 August 2010

The Chief Executive submitted a report (copy circulated) which provided Members with an opportunity to consider the items within the Committee's remit which were included in the Executive's Forward Plan for the period 1 May 2010 to 31 August 2010.

(For copy report – see original minutes)

9. RESOLVED that report be received and noted and consideration be given to the Executive's Forward Plan.

(Signed) G. MILLER,
Chairman.

ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE

18 June 2010

HOUSEHOLD ALTERATIONS AND EXTENSIONS SUPPLEMENTARY PLANNING DOCUMENT

REPORT OF THE DEPUTY CHIEF EXECUTIVE

Strategic Priorities: Attractive and Inclusive City, Prosperous City

1.0 Purpose of report

- 1.1 The purpose of this report is to advise Committee of the responses received following public consultation on the draft Household Alterations and Extensions Supplementary Planning Document (SPD) and to seek Committee's comments on the revised SPD.
- 1.2 The Committee's comments will be reported to Cabinet on 21st July 2010 when agreement will be sought to approve the draft Household Alterations and Extensions Supplementary Planning Document (SPD) as a Supplementary Planning Document.

2.0 Background

- 2.1 At its meeting on 7th October 2009, Cabinet approved the draft Household Alterations and Extensions SPD for the purposes of public consultation.
- 2.2 This SPD sets out detailed design guidance on alterations and extensions to existing residential properties. It is intended to help achieve consistency in determining planning applications, whilst allowing for local characteristics, good design and the effect of previous decisions to be taken into account.
- 2.3 The document aims to encourage good design by concentrating on issues of scale, height, massing, layout and parking. The guidance identifies the main design principles and illustrates with examples the issues that should be considered. Wherever possible, this guidance document sets out certain standards and acceptable dimensions to supplement the relevant policies contained within the draft Core Strategy of the Local Development Framework (LDF) and other Development Plan Documents. In particular the guidance will amplify policy B2A (Sustainable Urban Design) in UDP Alteration No. 2 and saved UDP policy B2.
- 2.4 Furthermore the SPD also serves to provide guidance for the public to interpret the allowances and restrictions of householder development rights permitted by the Town and Country Planning (General Permitted Development) (Amendment) (No. 2) (England) Order.

2.5 The document has been taken forward through the statutory planning process in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended).

3.0 Consultations on the draft Household Alterations and Extensions document.

3.1 The draft Household Alterations and Extensions SPD was subject of public consultation between 12th March and 22nd April 2010.

3.2 During this period all information relating to the consultation, including the draft Household Alterations and Extensions SPD was available online at www.sunderland.gov.uk/householdalterations.

3.3 A Public Notice (Local Advertisement) of the consultation was published in the Sunderland Echo prior to the commencement of the statutory consultation period. A letter was sent to bodies specified by the regulations and key stakeholders with either a CD containing the relevant documents or a link to the council's website from which a copy of the updated SPD could be obtained. Furthermore an exhibition detailing the contents of the document and copies of the document were also made available during normal opening times at Sunderland Civic Centre.

4.0 Consultation responses and changes to the Household Alterations and Extensions SPD

4.1 It has been identified through the consultation process that concern exists in relation to three issues in particular. These issues and the Council's response are set out below.

4.1 Flexibility of guidance

The flexibility of the guidance contained within the Household Alterations and Extensions SPD was questioned by a number of respondents. Concern was raised that guidance was often too rigid and allowed little flexibility for innovative design solutions.

4.2 Council response

Following receipt of these responses, a session was held with Development Control planning officers to explore options for revising policies to provide a more flexible approach. A number of changes have been made to the guidance to provide this flexibility and where appropriate it is acknowledged that all cases will be considered on their individual merits.

4.3 Design advice relating to dormer extensions to Sunderland cottages

Terraced Sunderland cottage properties are unique to Sunderland and as such the SPD provides specific guidance for the alterations and extensions to these properties. Whilst all respondents welcomed the incorporation of guidance relating to the development of these traditional properties, there were concerns the guidance would be confusing for members of the public to interpret.

4.4 Council response
This section of the SPD guidance and the supporting images/diagrams has been subject to substantial review, in order to make the guidance more transparent and easier to understand.

4.5 Flood Risk, Nature Conservation and Sustainability
Concerns were raised regarding the content and quality of information presented within the draft SPD relating to Flood Risk, nature conservation and sustainability. Particular concerns were raised with regard to alterations and extensions not requiring planning consent and the need to complete additional checks for flood risk zones or utility services.

4.6 Council response
Relevant sections of the SPD have been amended in light of the comments received to provide potential developers specific guidance relating to these additional considerations.

4.7 All representations received, and the changes made the SPD as a consequence, are set out in **Appendix 1**.

4.8 The draft Household Alterations and Extensions SPD can be found in full in **Appendix 2**.

5.0 Recommendation

5.1 Committee is recommended to consider the amended draft Household Alterations and Extensions Supplementary Planning Document and refer its comments to cabinet for consideration.

6.0 List of appendices

Appendix 1: Draft Household Alterations and Extensions Supplementary Planning Document public consultation - schedule of representations and City Council responses

Appendix 2: Draft Household Alterations and Extensions Supplementary Planning Document

7.0 Background Papers

- Household Alterations and Extensions (Supplementary Planning Document) (2010)
- Household Alterations and Extensions Supplementary Planning Document: Sustainability Appraisal/ Strategic Environmental Assessment Screening Report

- Household Alterations and Extensions Supplementary Planning Document: Screening for an Appropriate Assessment

APPENDIX 1

HOUSEHOLD ALTERATIONS AND EXTENSIONS SUPPLEMENTARY PLANNING DOCUMENT – REPRESENTATIONS

Reference	Respondent	HAE SPD Paragraph /Policy (Where applicable)	Description	Proposed Action
HAE1	Graham Snowdon (Sintons LLP)		Comment 1 Whilst the SPD document has a comprehensive approach could be used as a 'rule book' with quantified standards latched upon and applied rigidly. Document should be amended to provide more flexibility.	<i>Comment Noted – Amend</i> Following a consultation session with Development Control colleagues guidance within the draft SPD has been amended (where appropriate) to provide more flexibility. In addition many policies have been amended to carry a caveat indicating all proposals are considered based upon the merits of the individual case.
		7.1	Comment 2 In order to allow for more flexibility; document needs to provide guidance of how the council will assess loss of outlook and streetscene impacts of development proposals.	<i>Comment Noted – No Change</i> The draft SPD includes a definition and guidance upon the assessment methods employed by the LPA in assessing outlook and streetscene impacts. The guidance also indicates mitigation methods to negate these impacts. Any further elaboration upon these issues would reduce flexibility in the LPAs approach; producing the 'rule book' approach identified as inappropriate in comment 1.
		7.2	Comment 3 Presumption against two-storey front extensions should be reconsidered to recognise instances where such extensions can emphasise the character of existing buildings.	<i>Comment Noted – Amend</i> Guidance amended to provide flexibility. 'Two storey front extensions will not normally be permitted. However all cases will be assessed on their individual merits.'
		7.3	Comment 4 This section has a 'one size fits all' approach requiring extensions to be subordinate. <ul style="list-style-type: none"> ▪ Guidance should be amended to allow for instances such as large detached dwellings where there is scope for the achievement of larger extensions. ▪ The requirements for subordinate extensions may not be appropriate in instances where dwellings are situated in varied plot widths or surrounded by a variety of building types. ▪ The requirement for side extensions to be no more than 50% of the width of existing dwellings appears arbitrary with no invariable design justification. 	<i>Comment Noted – No Change</i> A number of these points are already addressed within the SPD. For example in the case of large dwellings in varied plots applicants area advised that there 'may be greater flexibility' but that they should be contact the LPA to seek site specific guidance. The 50% width guidance is issued to limit loss of in-curtilage amenity space, to avoid terracing and to ensure that extensions to existing properties remain subordinate. Furthermore the status of this guidance as a general rule provides scope for further discussions between applicants and the LPA.

		7.4	<p>Comment 5 Reasonableness of guidance questioned:</p> <ul style="list-style-type: none"> ▪ Restrictions within this section allow very little more than enjoyed under permitted development rights. ▪ 45° rule prevents extensions to certain types of properties where pressure to expand to meet modern space standards is at its highest. 	<p><i>Comment noted – No Change</i> Whilst it is acknowledged that the guidance offers little more than enjoyed under permitted development rights, the context of a large number of sites namely the proximity of adjacent/adjoining dwellings often serves to limit the scale of rear extensions.</p> <p>In other instances the 45° chamfer or additional 0.1 metre guidance provides scope to increase the size of extensions.</p> <p><i>Comments Noted – Amend</i> Text amended to provide a better interpretation of the guidance of PPG2. Particularly what quantifies as a 'limited extension.'</p>
		12.0	<p>Comment 6 Questions guidance upon development within green belt; general presumption 'against development' within green belt not correct interpretation of PPG2 only 'inappropriate development' should be restricted. Advises to revise guidance in light of PPG2 and case law on this subject.</p>	
HAE2	Environment Agency	4.0	<p>Comment 1 Need to include notes regarding Flood Risk Assessment in flood risk zones 2/3 and flood risk zone 1 if site is over one ha. Note to include link to Environment agency 'standing advice.</p>	<p><i>Comment Noted – Amend</i> Information regarding the requirement for Flood Risk assessment included in introductory 'summary of points' alongside link to Environment Agency website.</p>
		4.0	<p>Comment 2 Recommendation to include policy encouraging the creation of green buffer zones along watercourses to enhance biodiversity.</p>	<p><i>Comment Noted – No Change</i> As only a small minority of household alterations and extensions would be located within the vicinity of a watercourse, applying such a policy would have a limited impact.</p> <p>Instead watercourses and flood risk zones are usually identified as a constraint through the validation process. Consequently the treatment and mitigation of such constraints will be dealt with through the application process on an individual case basis.</p>
		7.1	<p>Comment 3 Welcomes references within policy to permeable paving; but comments that this guidance may need to be expanded to include a reference to Sustainable Urban Drainage Systems (SUDs);.</p>	<p><i>Comment Noted – Amend</i> Guidance of section 5.3 amended to provide reference to SUDs and permeable paving as examples of sustainable design and construction.</p>

			<p>Comment 4 Suggests a note be added into the SPD advising of the need to check if land drainage consent is needed for a development. Offers standard paragraph:</p> <p><i>Under the terms of the Water Resources Act 1991 and the local land drainage byelaw, the prior written consent of the Environment Agency is required for any proposed works or structures, in, under, over or within five metres of the top of the bank of any watercourse designated a 'main river'.</i></p>	<p>Comment Noted – Amend Recommended text incorporated into document in order to provide clarification on this matter.</p>
HAE3	Coal Authority	N/A	<p>Comment 1 Comment upon the need to reference 'ground stability' issues during construction of household alterations and extensions.</p>	<p><i>Comment Noted – Amend</i> Reference to ground stability added to additional requirements section of summary of points.</p>
HAE4	Gateshead Council	7.5	<p>Overall supportive of the guidance of the SPD. However raises concerns with regard to the text and images providing guidance within section 7.5 regarding Sunderland cottage dormers. Particular concerns are raised with regard to the use of a 50% rule for permitting such extensions.</p>	<p><i>Comment Noted – Amend</i> This section of the SPD guidance and supporting images/diagrams has been subject to substantial review, in order to make the guidance more transparent and easier to understand.</p>
HAE5	Natural England	4.2	<p>Comment 1 Raises an objection to the use of conditions to attain species surveys after a planning consent has been granted. Surveys should be requested throughout the planning process.</p>	<p><i>Comments Noted – Amend</i> Reference to the use of conditions has been removed from document. Surveys must be requested prior to the determination of planning applications.</p>
			<p>Comment 2 Highlights the need to introduce guidance similar to the following:</p> <p><i>In order to ensure that some proposals will not have a detrimental effect on a protected species or population of species mitigation measures may be required. Potentially this can affect the design of household alterations and extensions.</i></p>	<p><i>Comments Noted – Amend</i> Recommended text incorporated into document in order to provide clarification on this matter.</p>
		5.0	<p>Comment 3 Highlights a need to expand guidance to consider sustainability (in terms of green roofs, microrenewables and energy efficient buildings etc) as well as issues of aesthetics.</p>	<p><i>Comment Noted – Amend</i> Guidance of section 5.3 amended to provide reference to these examples of sustainable design and construction.</p>
HAE6	One North East	5.3	<p>Advises of the need to provide guidance upon the achievement of energy saving measures through household alterations and extensions. Particularly guides to provide reference to small renewable energy schemes and electric vehicle charging infrastructure.</p>	<p><i>Comments Noted – No Change</i> Guidance of section 5.3 amended to provide reference to these examples of sustainable design and construction.</p>
HAE7	Association of North East Councils		<p>No observations</p>	

HAE8	Northumbrian Water		<p>Comments upon the need to inform potential developers to check for the presence of utility services that could affect the viability and implementation of a proposed scheme. Offer standard guidance as below:</p> <p><i>Regardless of whether planning permission is required for domestic extensions in the City, applicants are required to check for the presence of utility services, such as public sewers. Building over public sewers is normally allowed provided certain conditions are met to protect the sewer and indemnify the utilities company.</i></p> <p><i>On rare occasions the position of the sewer can affect the size of the extension that is allowed. In these instances the size of the extension has to be altered to suit the existing conditions or the sewer has to be diverted. The advice of the Council's Building Control department should be sought at an early pre-development stage. Failure to do so may jeopardise the viability and implementation of a proposed extension.</i></p>	<p><i>Comment Noted – Amend</i> Suggested text incorporated into document.</p>
HAE9	North East Civic Trust	4.2	<p>Comment 1 Suggests the need to provide a more comprehensive list of additional requirements to be submitted with a planning application.</p>	<p><i>Comment Noted – No Change</i> In light of recent changes to National validation requirements and the impact of these changes upon local Tyne and Wear requirements, the LPA has decided to replace guidance relating to specific documents with a web-link to the latest version of Tyne and Wear Validation Checklist.</p>
		6.0	<p>Comment 2 Supportive of the policy not to encourage the use of uPVC however comments that the phrasing 'modern timber version' needs to be amended to avoid confusion. This element of guidance is particularly relevant when dealing with Conservation Area consent.</p>	<p><i>Comment Noted - Amend</i> Guidance changed to acknowledge the use of exact replicas where achievable over modern timber versions.</p>
		6.0	<p>Comment 3 Masonry paint should also be mentioned alongside cladding and render as this material can also radically alter the appearance of buildings. Questions whether to include a note that such additions can harm the fabric of the original building in the long-term.</p>	<p><i>Comment Noted – Amend</i> Use of masonry paint added to guidance, alongside note that these materials are unacceptable except where they are already part of the established character of a street.</p>
		6.0	<p>Comment 4 Questions whether there is a need to include a bullet about windows being set-back in an appropriate reveal. The image on page 7 whilst a positive approach overall, shows how a 'flat' visual appearance can result from not having new windows set back by at least half a brick from the face of the building.</p>	<p><i>Comment Noted – No Change</i> Providing such guidance would be highly restrictive and would reduce the opportunity for alterations and extensions of innovative designs. Moreover in some instances such guidance would be out of character with the established composition of existing developments.</p>
		7.5	<p>Comment 5 Welcomes the incorporation of guidance upon dormers; questions the 50% threshold and suggests 30% limit should be applied. (Even higher on terraces within Conservation Areas).</p>	<p><i>Comment Noted – No Change</i> The 50% threshold has been tested and upheld at appeal on a number of occasions and is considered appropriate to remain.</p>

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		13.0	Comment 6 Suggests a note that flats do not have the same permitted development rights as a dwelling house.	<i>Comment Noted – No Change</i> Section 4.0 already serves to make this point indicating all works to flats or properties which exist following their conversion from flats will require planning permission in any instance.
			Comment 7 Suggests a general policy that where the opportunity arises the Council will seek reversal of previous alterations/extensions now considered harmful and would work with applicants to ensure this happens.	<i>Comment Noted – No Change</i> Providing such guidance would be highly restrictive and would reduce the opportunity for alterations and extensions of innovative designs

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Household Alterations and Extensions



Local Development Framework
Supplementary Planning Document
Consultation Draft


Sunderland
City Council

Household Alterations and Extensions



Supplementary Planning Document Consultation Draft

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Summary of points

Before you start

Find out from the council whether a planning application is required. If you subsequently alter your proposals in any way, you should consult the council again.

Get advice if you need it

If necessary, get skilled technical advice from an experienced architect or surveyor. They can design, prepare drawings and make an application on your behalf.

Follow the design guidance

The notes provided will help towards a successful planning application and a good design solution. Following the advice may also lead to an early approval of your planning application.

Look at your surroundings

Ensure your proposal respects the context of your neighbourhood.

Detailing and use of materials

Ensure that your proposal fits in with the detailed design and materials of your existing house.

Be a good neighbour

Consult your neighbour if your proposal may affect their home or privacy, or if you will need to gain access for building work or maintenance.

Submit full information

Support your application with clear, accurate drawings showing the existing buildings and what is proposed, any adjoining or neighbouring buildings, and notes to show existing and proposed materials. Photographs are also recommended to support the submitted plans. A full list of requirements to make your application valid is available from the council.





Small white sign on the left wall, likely a notice or plaque.

SHERBURY AND DISTRICT SCOUT COUNCIL

1.0 Introduction

This Draft Supplementary Planning Document (SPD) sets out design guidance for home owners on the design of house extensions and/or alterations. It is one of a number of documents produced by Sunderland City Council to encourage high standards of design quality in the built environment. The design guide has been produced in recognition of the visual and amenity impact that extensions can have on the quality of individual houses and the street scene in general.

1.1 Purpose of the document

This guidance aims to set out detailed design guidance on alterations and extensions and is intended to help achieve consistency in determining planning applications, whilst allowing for local characteristics, good design and the effect of previous decisions to be taken into account. The document aims to encourage good design by concentrating on issues of scale, height, massing, layout and parking. The guidance identifies the main design principles and illustrates with examples the issues that should be considered. Sunderland City Council seeks to achieve the highest possible standard of design in residential development and will assess all proposals on their individual merit.

Wherever possible, this guidance document sets out certain standards and acceptable dimensions, taking into account the changes to householder permitted development rights which came into effect on the 1 October 2008. If the proposed extension/ alteration does not meet the standards then the proposal is likely to be unacceptable, however, the merits of each proposal may be discussed with a planning officer and some compromise may be achieved.

1.2 Status of the guide

The guide will be taken forward as a Supplementary Planning Document (SPD) and will become part of the Local Development Framework (LDF) and supplement the policies contained within the Core Strategy of the LDF and other Development Plan Documents (DPDs). In particular the guidance amplifies the city's adopted Unitary Development Plan (UDP) Policy B2 (Built Environment) and UDP Alteration No.2 Policy B2A (Sustainable Urban Design).

Policy B2 (Adopted UDP) states:

The scale, massing, layout or setting of new developments and extensions to existing buildings should respect and enhance the best qualities of nearby properties and the locality and retain acceptable levels of privacy; large scale schemes creating their own individual character, should relate harmoniously to adjoining areas.

Policy B2A (UDP Alteration No 2) states:

The City Council will seek to achieve the highest possible quality of built environment and the creation of desirable places to live, work, shop and visit (see Appendix for full policy).

2.0 Residential Context

Throughout Sunderland there is a wide variety in the type, style, age and quality of housing. Many housing areas have a distinct character, which is formed through a combination of architecture, layout and landscaping. As each individual house contributes to the general character of the street, the street scene and neighbourhood, it is important that where external alterations or extensions are proposed, the changes are in keeping with both the original house and the context of the local area.

Poor extensions and alterations can have a detrimental effect on an area, and on the residential amenity of surrounding neighbouring properties. Extending or altering a property to a high standard and in keeping with the original design may, however, add value and enhance the character of the local area.



Grangetown



Station Road Penshaw



Thomas Hawksley Park



Ashbrooke

3.0 Listed Buildings and Conservation Areas

If a dwelling is situated within a Conservation Area, any extension or alteration must seek to maintain and/or enhance the character of the area. Careful assessment will not only be made of the setting and character of buildings but also the spaces between them. It must be ensured that any extension uses appropriate materials, detailing and landscaping.

Alterations and extensions to Listed Buildings will require Listed Building Consent as well as planning permission. Such applications will be carefully examined to ensure that the historic and architectural character of the property is maintained. It is strongly recommended that you employ a qualified professional to make your application in conjunction with advice from the council's Conservation Team (tel. 0191 561 1515). Where an extension involves the removal of a traditional window you may be required to salvage and re-use it in part of the extension.



West Hendon House, Ashbrooke Conservation Area.



The Cedars Conservation Area

4.0 Householder Planning Applications

4.1 When do you need planning permission?

Certain types of building works, including some extensions to dwelling houses, do not need planning permission because they are covered by 'permitted development' rights. These rights are detailed in Schedule 2, Part 1 of the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008.

Building works to flats or properties which exist following their conversion from flats will require planning permission in any instance.

Furthermore in some areas tighter planning controls may exist and permitted development rights may have been removed under an Article 4 (2) Direction. Such directions can be imposed by local planning authorities to control certain alterations to dwellings and other works that would otherwise be automatically granted consent. For example, the replacement of windows, doors and roof coverings can come under planning control, the object being to refuse planning permission for works that are considered to be damaging or inappropriate to the historic fabric and features of the buildings.

If you are in doubt as to whether you will require planning permission please send a completed (PE1) form to the Development Control Section. This can be obtained in paper form from the Development Control section or electronically via the City Council's website www.sunderland.gov.uk or the Contact Centre. A written reply will be sent out clarifying whether planning permission is required normally within 10 working days of receipt.

Completed enquiry forms should be sent to:

Development Control
Sunderland City Council
PO Box 102 Civic Centre
Sunderland SR2 7DN

Most extensions to dwelling houses require building regulations approval regardless of whether or not planning permission is needed. Guidance on building control matters can be obtained from the City Council's Building Control section by calling (0191) 561 1550.

4.2 Information to submit with your planning application

Following the introduction of the standard planning application form (1APP), specific information must be submitted with all applications for planning permission in order to be considered valid. The national mandatory requirements for a full planning application, which includes all extensions and alterations to dwellings, are as follows:

- Completed Application Form
- Location Plan (1:1250)
- Block Plan (1:100 or 1:200)
- Existing and Proposed Elevations (1:50 or 1:100)
- Existing and Proposed Floor Plans (1:50 or 1:100)
- Roof Plan (1:50 or 1:100)
- Completed Ownership Certificate
- Completed Agricultural Holdings Certificate
- Appropriate Fee
- Design and Access Statement (for listed buildings or dwellings within a conservation area)

In addition, depending upon the extent of the alteration/extension, other information may be required. Full details are set out in the validation checklist, which is common throughout the Tyne and Wear Local Planning Authorities (LPAs). The purpose of the validation checklist is to provide anyone submitting a planning application with clear guidance on the form, quality and content of information which will be required with planning application submissions.

It is recommended that a suitably qualified architect or surveyor acts as your agent to provide design drawings and other information appropriate to your application. In the face of growing concern for the future of our natural environment many animals and plants are given legal protection under both national and European legislation. This may apply to the habitat and feeding grounds of plants and animals, as much as to the species themselves. The possible presence of various species must be taken into account when considering development proposals for household alterations and extensions. Where such protected species exist all development will be required to meet the legislative requirements as set out in PPS9, ODPM circular 06/2005 and the Habitats Regulations, as amended 2007. For further guidance see:

<http://www.naturalengland.org.uk/conservation/wildlife-management/licensing/default.html>

In order for a full assessment to be made of the effects of a development on protected species, a detailed species survey may be required with a planning application or through the imposition of a condition if planning permission is granted. The time of year when a survey can be undertaken may vary according to the species being considered. This may give rise to a lead-in time before development can begin, whilst waiting for the appropriate time to undertake the survey. To be accepted by the council, the surveys must be undertaken:

- At the correct time of the year
- By a suitably experienced surveyor
- Using the correct methodology
- Properly and fully reported

4.3 Public Consultation

Once a planning application has been submitted, a planning officer will process your application and consult your immediate neighbours and anyone who will be affected by the proposal. In addition a notice may be placed in the press which outlines the location of the application site and the nature of the development. The publication of such a notice will be determined by the nature of the application property and/or and the proposed development.

Following public consultation, a formal decision notice will usually be issued within 8 weeks under powers delegated by the City Council. In a small number of cases it may be that officers submit a report with a recommendation to one of the City Council's three Development Control Sub-Committees. The Sub-Committee will then make the decision on the application.

5.0 Design Guidelines for all Household Extensions

5.1 General Points

The original appearance of a property should be considered before any alterations or extensions take place. Any changes should reflect and enhance the character and style of the original dwelling and that of the local area. However, some dwellings were not designed to incorporate future extensions and therefore, careful thought is needed about the most appropriate design solution. Where possible, alterations or extensions should be confined to the rear or less prominent elevations.

The City of Sunderland comprises of a number of neighbourhoods, towns and villages with individual character and identity. This is often reflected in the shape, layout and architectural style of the buildings, the materials used in their construction and the landscape in which they sit.

Alterations and extensions should respect the style and appearance of the dwelling, and the character of the locality, particularly in relation to:

- Built form, scale and proportions
- Roof form and pitch
- Window and door shape, style and details
- External materials
- Gardens and landscaping
- Boundary walls, gates and piers

The above design principles should be read in conjunction with the guidance provided on front, side, corner, rear and dormer extensions as well as detached garages and other detached garden buildings.



An original dormer feature with timber sliding sash windows, a welsh slate roof and a terracotta finial to the top, repeated along the terrace at Cedars Gardens



Rectangular shaped bays on Park Parade with decorative terracotta mouldings.



Arched window detailing in Thomas Hawksley Park.

5.2 Inclusive Home Design

The potential for improving the accessibility to a property should be considered when alterations and extensions are proposed. Incorporating level access and providing a ground floor bathroom can assist elderly or disabled residents or visitors. Also, recognising that needs may change in the future, consideration should be given to design flexibility so that with the minimum of adaptation such access and use can be incorporated.

5.3 Sustainable Design and Construction

What is sustainable development?

Generally, this is considered to be: 'development that meets the needs of the present without compromising the ability of future generations to meet their own needs.' (Brundtland Commission on Environment and Development, 1987).

The City Council is committed to promoting sustainable development, minimising the adverse environmental impact of development and ensuring the prudent use of natural resources.

5.4 Making the most of sunlight for light and heat

Larger windows within the south side of an extension can maximise the natural light and heat from the sun and so reduce lighting and heating bills. This is important for main, habitable rooms such as living rooms, dining rooms, kitchens and bedrooms.

Larger windows on the north side of an extension or in areas often in a shadow may increase heat loss and the amount of energy used. Stairs, storage rooms, hallways, utility

rooms and bathrooms are ideally situated on the north side as these will require fewer or smaller windows.

5.5 Other ways to use fewer resources in the construction of an extension

There are a number of approaches that are encouraged to ensure that a development uses fewer resources. This may not affect whether planning permission is granted but can potentially save money in the long term. Consideration should be given to the following approaches:

- Re-using bricks, stones, slates and timber, especially if a building is to be demolished (this will help an extension appear part of the original dwelling). Where bricks cannot be reused, crushed bricks can be used in some circumstances as an aggregate on the site
- Use of double or triple glazed timber windows
- Using other recycled or natural products where possible
- Installation of 'low flush' or 'dual flush' toilets, and choosing energy efficient kitchen appliances, light bulbs and boilers

The City Council will continue to promote sustainability in all new development and will take into account new and emerging national policy guidance.

6.0 Alterations

Where planning consent is not required, alterations to a property should be in character with the style of your house and the neighbourhood in general. The following principles should apply:

- Replacement windows should be of a style, proportion and material suitable to the dwelling. In older properties where timber sliding-sash windows are to be replaced, modern timber versions are preferred over any other materials for visual amenity and sustainability reasons. It is rarely possible to achieve a good replica of older windows using uPVC. Replacement windows in uPVC can have a detrimental impact on a dwelling and can be very difficult to repair
- The original external appearance of a dwelling and its relationship with neighbouring buildings should be considered when repainting, re-rendering and re-pointing
- Changes to the external facing of a property can have a detrimental impact on the property itself and the street scene as a whole. The addition of stone cladding or rendered brickwork is generally not recommended
- The shape, pitch and materials of a roof are an important feature of a dwelling and alterations affecting them should ensure their character is retained. Pitched roofs are acceptable for most alterations, but they should be set lower than the top of the main roof to maintain its original character. Furthermore enlargements of greater than one storey should as far as is practicable, be the same as the roof pitch of the original house



Alterations to the front elevation of a property can have a detrimental impact on the character of the locality. Original features should be retained.

- Any exterior work (other than materials used in the construction of a conservatory) that is classed as 'permitted development' under The Town and Country Planning (General Permitted Development) (Amendment) (No 2) (England) Order 2008 should be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse.

Any upper-floor windows located in a roof slope forming a side elevation of a house shall be:

- Obscure-glazed and ;
- non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed

No matter what the design or style of a dwelling, where it forms part of a wider coherent street design, it is important to ensure the original appearance is maintained.

7.0 Extensions

Extensions should ideally be located to the rear of a dwelling or on less prominent elevations to reduce the visual impact on the street. Overly large extensions can affect the visual quality and appearance of the surrounding area. Successful extensions typically appear subservient to the original dwelling.

The existing character and appearance of the dwelling should be retained. The style, roof pitch, windows and materials used on any extension should generally match and respect those present on the original dwelling. High quality alternatives may also be acceptable. Consequently, in a limited number of cases the maximum level of extension achievable at a property may be limited to a small porch.

Furthermore the replacement or renewal of existing extensions to properties may require planning permission by virtue of their size, massing or location. In such instances it is suggested applicants seek the advice of the local planning authority (LPA) via the submission of a PE1 form.

7.1 Effect on neighbouring properties

Privacy and Overlooking

Following the erection of any extension, neighbouring properties, including gardens, should still have a reasonable level of privacy. Windows and balconies should be positioned so that they do not directly overlook into the windows of neighbouring homes or gardens. On many housing developments, acceptable levels of privacy are achieved by keeping a distance of 21m between main facing elevations containing habitable room windows (i.e. living/dining room, kitchen and bedrooms) and 14m between such elevations and a gable elevation.

These minimum distances should be increased by 5m for each additional storey of development, or where the ground level is significantly higher than that of the neighbouring property, for example, for every 1m of additional height add 2m to the horizontal distance.

Where dwellings have an angled relationship rather than directly facing one another, there may be a possibility of reducing distances between main facing elevations.

It is the intention to achieve the same standards of spacing between extensions and adjacent dwellings which have not been extended. Where an adjacent house has already been extended, the distance considered will be that to the wall of that house as originally built. If these standards cannot be met the application will be assessed against the character of the area, the present levels of privacy and whether other measures can reasonably be introduced to maintain privacy.

It may be possible to overcome problems caused by loss of privacy through the use of one or more of the following measures:

- a) The movement of windows to another side of the extension where overlooking would not be a problem
- b) The use of opaque and patterned glass if the offending window is to a non-habitable room (landing, bathroom and hallway)
- c) The use of a high level window, the opening parts of which are at least 1.7m above the floor level inside rooms, except on prominent walls if a window at that height would appear out of character with existing windows
- d) The provision of screen fencing or walls of not more than 2m in height around rear or side boundaries of the property (not fronting onto a highway.) In the case of offending ground floor windows, (this is unlikely to be acceptable to the front of the property)
- e) The use of roof lights
- f) The erection of the proposed extension on a different exterior wall. For instance, a side extension may be more acceptable than an extension to the rear. This is however dependent on the amount of space available and the shape of the garden

Overshadowing

Any extension should not overshadow neighbouring habitable room windows or private gardens to an unreasonable degree. If the proposed extension is likely to significantly reduce the amount of daylight or sunlight entering a habitable room window or result in significant overshadowing of a major part of a neighbour's garden, this may result in the application being refused planning permission. Full account will be taken of the position of neighbour's windows and the way they relate to the extension; alongside the orientation of the extension to the path of the sun.

As a general rule, blank walls of two storey extensions should be at least 14m from the habitable room windows of facing dwellings.



An extension should not cast shadows over a neighbouring property's habitable room windows.

Loss of Outlook

Whilst the planning system is unable to protect private individual open views, if it is considered that an extension would have an overbearing or oppressive effect over neighbouring dwellings, this may result in the application being refused planning permission. Loss of outlook will be assessed in a similar way to overshadowing.

Loss of Amenity Space

Garden Size

Planning permission may be refused if it is considered that the proposed extension is an overdevelopment of the site. This may be the case if the remaining garden area, following completion of the development, is considered to be too small or significantly out of character with the original size of the gardens in the surrounding area. Rear extensions normally should not take up more than 50% of the garden.

Parking Space

Car owners normally want to be able to park their cars as close to their homes as possible, in locations where they can see their car. In meeting this aspiration, all too often developments become a car dominated environment with 'car platforms' in front of houses or integral garages facing the street.

Extensions which would result in the loss of garden space to the front of the property will be discouraged. In some circumstances it may only be possible to accommodate parking within an area to the front of the property/hard standing.

Hard Surfacing/Hardstanding

It is essential that run off from any hard surface is directed to a porous/permeable surface within the garden area, in order to avoid excessive run-off into the highway drains and thereby help reduce the risk of flooding. The 2008 amendments to the 'Permitted Development rights' introduced a requirement that planning permission be sought for such areas unless porous materials are used or the run-off is directed to a permeable or porous surface within the garden area. Careful consideration should be given to minimising the effect on the appearance of the property. It is important to retain as much of the hedge/boundary enclosure to the front as possible if gateposts need to be moved this may also require planning permission and consent from the council as Highway Authority, for a new dropped kerb or footway.

Effect on Road Safety

Detached garages or extensions to existing buildings should not be located in a position that would obstruct the views of motorists or pedestrians. In particular, care should be taken when preparing proposals for corner properties.

Detached garages or extensions which incorporate a garage should be at least 5.5m back from the pavement or service strip to allow a car to pull clear of the highway while the garage door is opened. If this distance cannot be achieved it is very unlikely that planning permission will be granted however where it can be demonstrated that the siting of the proposal or the design of the garage or extension would not cause serious threat to road safety. It may be possible to revise this length in instances where high quality roller shutter doors are proposed.

Effect on Street Scene

The design and materials from which extensions are constructed should aim to respect and enhance the appearance of the street scene within which the development is to be located. As a consequence applications for planning permission will normally receive an unfavorable outcome where the proposal is deemed to have a detrimental impact upon the existing appearance of the street scene.

Throughout Sunderland, a number of properties have a double facing fronted appearance (i.e. have principle elevations facing main roads to the front and rear). In such circumstances the need to limit any detrimental effects upon these street scenes will often limit the scale of development achievable.

7.2 Front Extensions, Porches and Canopies

If the proposed extension is to front a public road or footpath, it will be required to be of a high standard of design, which respects the appearance of the existing property and the character of the street scene. The design should usually incorporate a pitched roof (unless that would conflict with the design of the existing property) and should use materials and window styles which respect or match the current style. If there is an established building line within the street, a porch or front extension that projects no further than 1.2m from the original main wall of the property (not including any bay window or other projection) will normally be allowed. Attention should be given to:

- The existing building line within the street and the need to maintain reasonable depths of porches and front extensions

- The design and depth of any front extension in relation to neighbouring properties, to ensure that the balance and symmetry between properties is not lost as a result of the development
- A requirement for the extension to be of a scale that is both subordinate to the host dwelling and respectful of the property, context within the existing street scene
- The effect on windows and privacy of neighbouring properties. With regard to semi-detached or terraced properties, front extensions should be set-in a minimum of 460mm from the common boundary
- The need to maintain a minimum driveway length of 5.5m
- Two storey front extensions will not normally be permitted



Large extensions to the front of properties are generally unacceptable.

7.3 Side Extensions

Any extension to the side of a property should be designed to maintain the character of the existing property and the street scene. It should also have minimal impact on the residential amenity of neighbouring properties. As a general rule, side extensions should be of a size which is no more than 50% of the overall width of the original dwelling, in order to ensure that the extension remains subordinate to the host dwelling.

Side extensions should usually incorporate a pitched roof or a roof slope and shape that matches the existing property. However, an alternative roof design may be appropriate, for example on a contemporary dwelling or a high quality contemporary extension to a traditional dwelling. Two storey side extensions should have a ridgeline which is lower than that of the host property and a front wall set back by not less than 1m from that of the original building, at least at first floor level. Side extensions should also aim to maintain external access to the rear.

Windows with an outlook from a main living area will not normally be permitted in the side elevation of dwellings. However, small windows to bathrooms, halls, landings and secondary windows to main living areas, if fitted with obscure glazing, may be acceptable depending on the individual merits of each case.

Extensions requiring the take up of amenity/ public open space are generally unacceptable.



A first floor extension above an existing garage. The new first floor extension is subservient to the main house.



A typical design solution which is subservient to the original house. The extension is set back from the front building line of the original house.



An unacceptable extension which can lead to a terracing effect .



The examples of two storey side extensions show a set-back from the original front elevation. They are of an appropriate size in relation to the existing dwellings. The materials used match well with those of the original dwellings.

Single Storey Side Extensions

Single storey side extensions should be designed to retain a minimum 1 metre gap to the boundary, in order to prevent a terracing effect. The extension should normally be provided with a pitched roof to match the roof of the main dwelling in design, pitch and materials. The extension should not project forward of the existing front building line.

Semi-Detached Houses

Any two storey extension on a semi-detached property should be set back from the main front wall, at least at first floor level, by a minimum of 1m or leave a gap of at least 1m between the side of the extension and the boundary of the property, to avoid the possibility of creating a linked or 'terraced' effect.



Side extensions that have resulted in the terracing effect.

Detached Houses

There may be greater flexibility to extend a detached property. However, the scale of any extension proposed will need to be judged in relation to the individual home and the surrounding environment. Applicants are strongly encouraged to contact the LPA for advice prior to submitting a planning application for this type of extension.



Side extensions should avoid the terracing effect.

End of Terraces

On end of terrace properties extensions should continue the terrace building line and roof ridge height so that the extension becomes part of the terrace. However, each application will be assessed on its individual merits and the applicant may be asked to set the extension back from the main building line.

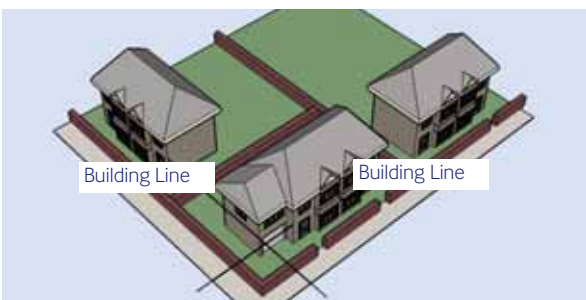
Usually such development proposals will receive an unfavourable outcome where extensions will result in either take-up of amenity/public open space or where they will join two rows of terraced properties.



End of terrace extension should continue the terrace.

Extensions at Corners

Corner plots or properties with gables facing a public road or footpath can be particularly prominent when viewed from either street meeting at that corner. Careful regard should be given to the siting, design and external appearance of any extension so as not to appear more dominant in either street scene than the existing property.



Side extensions at corner locations should respect the established building lines.

In order to maintain the open character of the street, any extension should respect the building lines of both streets and the general spaciousness of the area. If spacious corner plots are a characteristic of the surrounding area, both single and two storey side extensions should look to maintain such spaces. It is important to maintain good visibility for both motorists and pedestrians.

Single storey side extensions on corner properties should be set back by at least 1 metre from the main front wall of the property.

Exceptions to the above may apply where:

- There are a number of properties within the surrounding area sited such that open corner plots are not a typical feature of the locality
- The site is not considered to be prominent within the street scene (e.g. end of cul-de-sac)
- The site is well screened and so the extension would not have a significant effect on the street scene

To prevent a side extension on a corner plot from dominating either the existing property or neighbouring property, the front of the proposed extension should be set back from the main wall of the original property.

Side Extensions and Parking

Reference should be made to Effect on Road Safety (p.23) and the advice set out below:

- Keep at least one parking space on the site if one is already available
- If the proposal incorporates a garage, a minimum driveway length of 5.5m between the garage door and pavement or service strip should be created
- Highway visibility splays must be either maintained or created to the satisfaction of the council both as Local Planning Authority and Highway Authority

7.4 Rear Extensions

Any extension to the rear should not dominate neighbouring properties or significantly alter a neighbour's existing level of sunlight, daylight or privacy. Applications for rear extensions will be considered on their individual merit having regard to their mass and height, distance from the boundary, windows of neighbouring properties, its position in relation to the main house and neighbouring properties, the size of the remaining garden and any other previous extensions to neighbouring dwellings. One of the key objectives is to avoid overshadowing or having an overbearing or oppressive effect on the neighbouring property, thus adversely affecting residential amenity.

The following rules apply to all rear extensions:

- On semi-detached and terraced dwellings, single storey rear extensions (including conservatories) along the common boundary will normally be limited to a maximum projection of 3m. However dependent upon site circumstances it may be possible to increase this with an additional 0.1m permitted for every 0.1m the extension is positioned off the boundary, or through use of a 45° chamfer from a point 3.0m off common boundary wall to the front of the extension
- On detached dwellings, single storey rear extensions (including conservatories) along the common boundary will normally be limited to a maximum projection of 4m
- Two storey extensions to the rear can have a significant adverse effect on neighbouring properties. Where planning permission is required such extensions will not normally be permitted unless it can be demonstrated through careful design that there will be no unacceptable reduction in sunlight, daylight and/or privacy of adjoining occupiers, no visual intrusion and no detrimental effect on the street scene
- Where a terraced house has vehicular access from a rear lane and has space for one or more vehicles to park in curtilage, any

extension to the rear must retain at least one in curtilage car parking space which should have minimum dimensions of 5 metres by 2.5 metres. A larger space may be required if gates to the rear yard open inwards

- A reasonable area of private garden should be retained to enable everyday domestic duties to be undertaken. Rear extensions should not occupy more than 50% of the rear garden

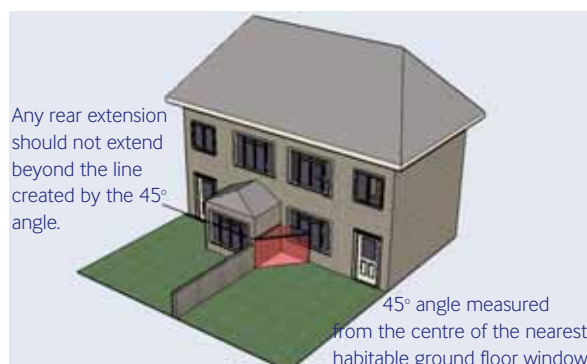
Rear Extensions - 45° rule

Extensions should be designed so as not to project beyond a 45° line (on plan) that extends from the centre of an adjoining neighbour's nearest ground floor habitable room window, which is perpendicular to the proposed extension.

The 45° rule aims to:

- Retain a reasonable relationship between existing buildings and extensions
- Avoid an overbearing visual impact with regard to bulk and proximity to boundaries, both from inside; adjacent properties and from neighbouring gardens
- Prevent excessive daylight loss or overshadowing to habitable rooms of neighbouring properties

Irrespective of the above 45° rule, rear extensions should be designed to a maximum depth of 3m, in the case of semi-detached and terraced dwellings, and 4m in the case of detached dwellings, plus any additions achieved by off-setting from the common boundary.

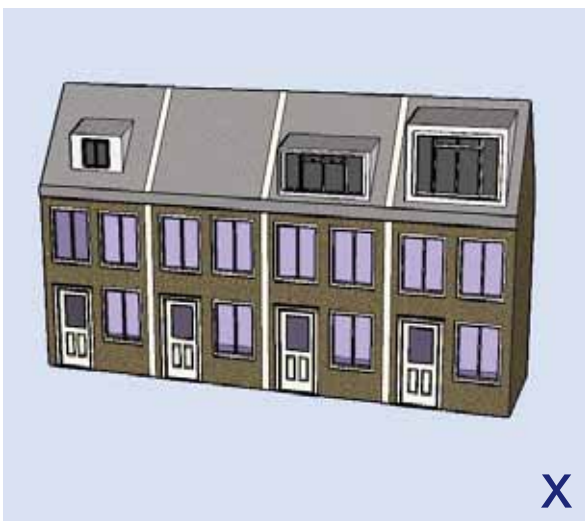


The 45° rule

7.5 Dormer Extensions

Dormer windows must be positioned and designed to minimise their affect on the appearance and character of the property and the street scene. They should also avoid compromising the residential amenity of neighbouring properties due to visual dominance, overlooking and loss of privacy. If the proposed extension does not meet with these basic requirements, planning permission will not be granted.

Wherever possible, dormer window extensions should be appropriately designed and positioned to the rear of the property in order to preserve the character of the street scene. However, where front dormers are characteristic of the street scene, applications will be assessed on their individual merits.

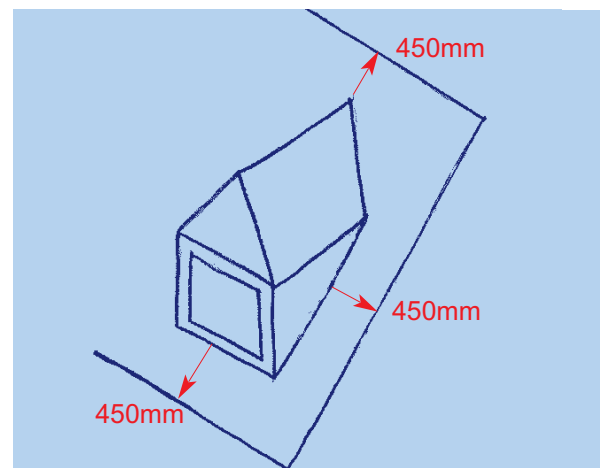


Box dormers can unbalance the appearance of a property.

Good Design

Dormer extensions should always appear as a small addition to the roof and their height and length should be kept to a minimum to avoid a 'top heavy' appearance. The extension should be in line with the following guidelines:

- Dormer window extensions will normally only be acceptable on single storey properties
- Dormer extensions will only be acceptable on properties of two or more storeys, where they are a traditional architectural feature of the locality or it can otherwise be demonstrated that there will be no detrimental effect on the appearance of the dwelling to which it relates, the street scene in general and that there will be no harmful effect on the amenities of the neighbouring properties
- Front, rear and side dormers should be set in 450mm from each common boundary and 450mm above the eaves height of the property



- Dormers should not go above the ridge of the existing roof
- Two separate small dormers will usually be more visually pleasing than one large dormer

- The materials used should closely match the existing roof and wherever possible re-use the materials of the existing roof
- Dormers should follow the vertical lines of existing windows and match their style and proportions
- Flat roofed/box dormers will generally be resisted
- Dormers of an innovative, contemporary design may also be considered on their own merits



Typical dormer window designs.

Dormer Extensions to the front

If the dormer proposed will be located to the front of the property, or highly visible from the street, careful attention must be given to its scale and design. Dormers that are overly dominant, top heavy or would create an obtrusive feature in the street scene will not be permitted. As a general rule, dormer windows should not occupy more than one third of the roof area to the front of the building.

Dormer Extensions to the side

Dormer windows to the side of properties should be avoided if they are likely to result in overlooking and loss of privacy to neighbouring properties.

Sunderland Cottages and Bungalows

Terraced Sunderland Cottage properties are unique to the area and it is vital to preserve the character of these traditional street scenes. Therefore dormer extensions to traditional Sunderland Cottages are not generally considered to be appropriate.

However, in some limited instances there may be scope for carefully designed front dormers to be incorporated into Sunderland Cottages. Such proposals will be assessed upon their own individual merits, however the only areas in which front dormers are potentially acceptable are terraced blocks (as shown below) where at least 50% of properties in that block already have front dormer extensions.



Front dormers will not be approved where less than 50% of properties in the host block have front dormers, even where the percentage present is only marginally less than 50%.

Also, there will be instances where front dormer extensions will not be acceptable even though 50% of the of properties in the block have existing dormers. Those thinking of applying for planning permission for such extensions are therefore strongly advised to seek advice from the Development Control section prior to submitting a formal planning application through completing a PE1 (Preliminary Enquiry form).

Applicants should be aware that box dormers will not be acceptable.



Example of acceptable Sunderland Cottage dormer design.

7.6 Roof Lights

Roof lights are a suitable way of allowing light into a loft space as they maintain the roof plane and have less visual impact than dormer windows. Roof lights should not be of a size or number that will dominate the appearance of the roof slope. As such they should ideally be located on the side or rear of a property. 'Low profile' roof lights, which reduce projections above the roof finish are preferred as they have a reduced visual impact. Light pollution from roof lights should also be considered and where possible minimised.

7.7 Chimneys

As well as their purpose as a vent for fireplaces or modern gas fires, chimney stacks and their pots can add character to a property and visual interest to a roofscape. Where they exist chimneys should be retained when alterations are proposed and, in some cases, where extensions may be included that are appropriate to the existing building.

7.8 Balconies, Terraces and Decking

The addition of a balcony, terrace, or raised decking (more than 300mm) to a property can be particularly problematic. Applications for such additions will be considered with close regard to their impact on the privacy of nearby residents. These particular types of application will not normally be approved if there is significant overlooking of a neighbouring garden/yard or a main living room window. Not only may they allow direct overlooking into neighbouring properties or private gardens, they can also increase the general level of noise and disturbance. Balconies and raised decking are more likely to be approved in relation to detached dwellings with spacious gardens or where a staggered building results in an invasion of privacy not being an issue. Balconies, terraces and decking to the front of dwellings will generally be resisted. Balconies are unlikely to be granted consent on the front of properties where they will be visible within the wider street scene.

7.9 Cladding, Solar Panels and Antennae

The installation of cladding, solar panels and antennae at residential properties can also form a particularly problematic form of development. Applicants are advised to seek guidance from the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008. This guidance outlines instances where such alterations will require planning permission. Applicants are strongly encouraged to submit a PE1 form to confirm the position in relation to such developments.

8.0 Detached Garages and Garden Buildings

The erection of a detached garage or garden building should be sited so as not to adversely affect the character or appearance of the street scene, neighbouring properties and/or road safety.

It should be noted that many detached garages and garden buildings (e.g. sheds, greenhouses etc) do not require planning permission dependent upon their size and location. Therefore, consultation with Development Control is recommended as to whether consent may be required.

8.1 Detached Garages

Detached garages should reflect the design, materials, character and style of the existing property. The following rules will apply:

- Garages should be located to the side of the dwelling, behind the front line of the building
- The garage should not be located in a position which would detract from the attractiveness of the street scene
- Exceptions may apply if the site is well screened by trees or by a substantial front wall
- A minimum driveway length of 5.5m should be retained between the garage door and rear edge of the footway or service strip
- The minimum dimensions of a useable garage space are 5m x 2.9m

8.2 Other detached garden buildings

Applications relating to the erection of garden buildings will be assessed on their individual merit, having full regard to the effect of the development on the character and appearance of the street scene.

Any proposals for garden buildings should:

- Not be located in front of an established building line
- Be of an appropriate scale, size and shape to allow development to be in a manner in keeping with existing properties in the locality and to reflect the character of the local area
- Not deprive the existing property of adequate and reasonable private garden space
- Not have an adverse impact on the amenity of the surrounding properties in terms of noise and disturbance created through access or overlooking and/or overshadowing of an existing property

9.0 Walls, Fences and other means of enclosure

9.1 Is planning permission required?

Planning permission will be required for any new wall, fence or other means of boundary enclosure where it would exceed 1m in height adjacent to a road or footpath, or exceed 2m high elsewhere. Planning permission may also be required for a replacement wall or fencing, depending on height. Further guidance is available from the local planning authority via the submission of a PE1 form.

You will also require permission if a planning condition on any planning consent for your property states that you must get permission for such development, or if permitted development rights for your property have been removed through an Article 4 Direction. Either of these circumstances might apply if, for example, the property is on an open-plan estate or if the wall, fence or other means of boundary enclosure might otherwise obstruct the view of drivers using any road. You should contact the Development Control Section for advice on whether either of these controls are in place on your property.

9.2 Appearance

All forms of boundary enclosure to the front of properties or in prominent locations should take account of the character of the area and the scale, design and materials used on similar boundaries in the area. Particular care should be taken if the property is located in a Conservation Area, is a Listed Building, affects the setting of a Listed Building or is within the Green Belt. Planning permission for new walls, fences or other means of enclosure may be refused if they seriously detract from the appearance of the area. For example:

- On open-plan estates or cul-de-sacs where any boundary structures in prominent locations would be out of keeping
- Where there is a uniform and consistent form of boundary treatment within the surrounding area and the proposal conflicts with this

- In areas adjacent to the public realm, long runs of fencing should be broken by brick or stone piers and should not be oppressive in height. A compromise may be required between the need to provide an appropriate level of privacy and the need to avoid an oppressively high fence adjacent to a public footpath

Corner plots are also particularly sensitive. Fences, walls and other forms of enclosure may not be allowed on corner sites if they detract from the character of the area or are prejudicial to highway safety.

9.3 Road Safety

Walls, fences and other means of enclosure can cause issues of road safety, particularly:

- On corner properties where sight lines for traffic may be affected
- Where a property is situated on a busy road and sight lines required for access from that property are affected

In particular under article 3(6) of the Town and Country Planning (General Permitted Development) Order 1995, any wall, fence or other means of enclosure which obstructs the view of persons using any highway used by vehicular traffic, so as to be likely to cause danger to such persons, shall not be authorised as permitted development and will require planning permission.

9.4 Security

You may wish to consider the issue of security and boundary enclosures, particularly if the property adjoins a public area or adjoins a road. Whilst high boundary walls at the entrance to estates can provide security for a property they will not be encouraged due to their detrimental impact on visual amenity, and the need for natural surveillance of the public realm to help prevent anti-social behaviour.

10.0 Additional Accommodation for Relatives

Additional accommodation should be linked to and form part of the existing property rather than being a separate building within the grounds. If it is not possible to link the extra accommodation to the existing property and it is the intention to convert and possibly extend an existing outbuilding (such as a garage), steps must be taken to ensure that the accommodation to be provided does not provide a fully self-contained unit and that it can be used only over the long term as part of the main property.

In all cases, careful consideration must be given to the effect the proposal would have on neighbouring properties, and the local area. Consequently applicants are advised to refer to the guidance found in section 8.0 of this document. If planning permission is granted, it is likely to be subject to a condition that prohibits the extension from being used as a separate unit of accommodation.

11.0 Backland Development

'Backland development' refers to the development of one or more houses on an area of land to the rear of surrounding properties, usually with their own access. Backland may be land comprising large garden areas, neglected land, land in other uses or a mixture of these.

'Tandem Development' usually refers to the building of one house behind the other (usually in the rear garden) sharing a single access.

The existence of large gardens does not necessarily point to scope for development. The size and appearance of gardens and other open land can be of great importance to the character of a neighbourhood which should be preserved. This is particularly true in Ashbrooke and The Cedars where it is considered important that the established character of these areas is maintained.

Backland development can present a range of planning problems. These centre around the provision for access, impact on existing development and the pressure for development in a piecemeal manner. Such development is generally considered to be undesirable, as it produces uncoordinated development which can result in difficult relationships between development on adjacent sites within the backland. A coordinated approach to the development of such areas where more than one plot is available will generally be sought.

Applications for backland or tandem development will be assessed on their own merits and issues specific to that particular site.

Where comprehensive development of a site would be clearly preferable, applications for development of only part of a backland area are likely to be refused on the grounds of undesirable piecemeal development.

12.0 Extensions to Properties located within the Green Belt

There is a general presumption against development within the Green Belt. However National Guidance as set out in Planning Policy Guidance Note 2 (PPG2) 'Green Belts' and locally in Unitary Development Plan (UDP) Policy CN3 allows for the creation of 'limited extensions' to existing properties within the Green Belt. During the determination of applications seeking to extend a property located within the Green Belt, planning officers will usually seek to ensure that the principles set out within this section are successfully achieved.

12.1 Size, form and materials

Consideration will be given to the degree that the property has already been extended and the effect that any further extension would have on the openness of the Green Belt. The design, form and size of the proposed extension are all important components that will determine the acceptability of the extension. It is very likely that once a property has been extended by more than one third of its original volume, any further increase in volume will have an adverse effect on the Green Belt. Even if the volume of the proposed extension stays within the guidelines, the size, form and materials of the extension must also be appropriate to the original building and its setting.

Limited extensions of existing properties can be acceptable if they do not result in disproportionate additions over and above the size of the original building. Extensions must be in keeping with and not dominate the original building. It may be preferable to fill in space between existing parts of the home rather than extend beyond the outline of the original building. When assessing the acceptability of the proposal, consideration will be given to the effect of the proposed development on the character and appearance of the surrounding area.

For large-scale proposals, particularly those in the open countryside, account will be taken of the intended purpose of the extension. If the proposal is to bring an unimproved small home up to modern standards, this may justify an extension.

12.2 Extensions to converted buildings

Most homes converted from other uses will have had their 'permitted development rights' removed to prevent any further effect on the Green Belt. Please check your copy of the planning permission or contact the Development Control Section.

12.3 Extensions beyond property boundaries

It is unlikely that planning permission will be granted if the proposed extension uses land outside the established boundary of the property. Furthermore, to extend a garden into agricultural land or open space you will require planning permission for the change of use and the council as Local Planning Authority is unlikely to grant this within the Green Belt.

12.4 Creating extra units of accommodation

Proposals for an extension to an existing property should not be used as a means of gaining permission for a new dwelling/separate home, which would be unlikely to be allowed under Green Belt policy. Proposals for an extension that would create a separate unit of accommodation will be assessed against the same criteria used for proposals for a new home and so are likely to be refused in the Green Belt.

12.5 Residential-use rights

If the building is in a dilapidated state or has not been lived in recently, you should first contact the Development Control Section to find out if residential-use rights still exist, that is, if the building can be used as a home. That will be a question of fact to be determined in each individual case, having regard to the physical condition of the building, the period of non-use and the owner's intentions. If residential use rights do not exist, any application to restore the property for residential purposes would be determined against the same criteria used to assess applications for new homes.

13.0 Flats/ Apartments

Where alterations including the replacement of windows and doors or extensions to flats/ apartments occur, the following principles should be adhered to:

- Planning permission is required for any external alteration or extension to any flat/apartment or house in multiple occupation
- New windows serving living rooms, kitchens, bedrooms or other habitable rooms should not overlook, or be overlooked by, adjoining properties to an unacceptable level and should have a reasonable outlook
- Main living rooms should have a reasonable outlook and should not be lit solely by roof lights. Habitable room windows should not be in close proximity to high boundary treatments or gable walls

14.0 Glossary

Amenity

The pleasant or normally satisfactory aspects of a location which contributes to its overall character and the enjoyment of residents or visitors.

Article 4 Direction

Imposed by local authorities to control certain alterations to dwellings and other works that would otherwise not normally require consent.

Character

The combination of features of a building or an area, such as their spatial relationship, landscape and building uses etc, that give a building its distinct identity.

Conservation Area

Conservation Areas were introduced by the Civic Amenities Act 1967 and are defined as 'areas of special architectural or historic interest the character and appearance of which it is desirable to preserve or enhance.'

Enclosure

Physical or sense of definition of space or area (including walls, fences, hedges and mounds etc).

Habitable Rooms

These are considered to be the main rooms within a house and include the living room, dining room, kitchen and bedrooms. Hallways, bathrooms, circulation areas and landings are not however considered to be 'habitable' rooms.

Listed Building

A building or structure identified as being of special architectural or historical interest. There are three categories of listing: Grade I (the highest quality), Grade II* and Grade II.

Local Distinctiveness

The essential character of a locality.

Ridgeline

The apex of the roof continued along the length of the roof span.

Roofscape

View resulting from a blend of roof pitches, sizes and heights within the built environment.

Roof Pitch

Angle at which rafters form an apex from the supporting walls.

Streetscape

The overall effect of street facades and linked spaces.

Street scene

The street scene is the streets and paths where we walk to the bus stop or school; the parks and open spaces where we walk and exercise; the play areas and town centres where we spend our leisure time; the car parks, roads and transport infrastructure which we use to access employment. The street scene is considered to constitute an area particularly sensitive to development proposals, requiring a high standard of design.

Supplementary Planning Document (SPD)

Additional advice or guidance issued by a local planning authority, expanding on its statutory policies.

Sustainability

The principle that the environment should be protected in such a condition and to such a degree that ensures new development meets the needs of the present without compromising the ability of future generations to meet their own needs.

Visual Amenity

The value of a particular area or view in terms of what is seen.

For further details and copies in large print and other languages please contact:
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ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE

SUNDERLAND CITY COUNCIL STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA) 2010-2025

REPORT OF THE CHIEF EXECUTIVE

17 JUNE 2010

1. PURPOSE OF THE REPORT

- 1.1 To consider the report of the Deputy Chief Executive that was approved by Cabinet on 2 June 2010.
- 1.2 The report, attached as **Appendix 1** has been included on the agenda in order to allow the Committee to note and provide comment on the Strategic Housing Land Availability Assessment (SHLAA) 2010-2025 for the city.

2. INTRODUCTION/BACKGROUND

- 2.1 On 2 June 2010, Cabinet considered the attached report and agreed to endorse the 2010 update to the Strategic Housing Land Availability Assessment.
- 2.2 The Strategic Housing Land Availability Assessment 2010-2025 is available for members to view prior to the Committee meeting on <http://cmis/CMISWebPublic/Binary.ashx?Document=17806>
- 2.2 A top priority for Government is to ensure that land availability is not a constraint on the delivery of new homes and that a more responsive approach is taken to land supply at a local level. As such PPS3 Housing (2006) requires local planning authorities to keep under regular review informed assessments of its long term housing land supply that:
 - Identifies specific, deliverable sites for the first five years of a development plan; (to be deliverable a site must be available, suitable and achievable).
 - Identifies specific, developable sites for years 6-10 and ideally years 11-15 (to be developable a site should be in a suitable location and there should be a reasonable prospect that the site is available for housing and could be developed at the point envisaged).
 - Indicates broad locations for future growth for years 11-15 if specific sites cannot be identified.
- 2.3 The supply of land is demonstrated through the production of a Strategic Housing Land Availability Assessment (SHLAA), which assesses sites for their housing potential and when they could be developed. This is the

second SHLAA that the Council has prepared to satisfy national policy requirements and looks at the potential land supply for housing for the period 2010 to 2025.

- 2.3 The SHLAA is an integral part of the evidence base that will inform both the Core Strategy and the Allocations Development Plan Document of the city's emerging Local Development Framework (LDF). It is the role of the LDF to determine which specific sites are to be allocated for housing purposes to best meet the objectives of the council. Without the SHLAA, the LDF could be proved to be unsound and as such it could be struck down at Examination.

5. RECOMMENDATION

- 5.1 That the Committee note, and provide comment on the content of the Cabinet report.

6. BACKGROUND PAPERS

- 6.1 Cabinet Agenda and Minutes 2 June 2010
- 6.2 Strategic Housing Land Availability Assessment 2010-2025
<http://cmis/CMISWebPublic/Binary.ashx?Document=17806>

<p>CABINET – 2 JUNE 2010</p> <p>EXECUTIVE SUMMARY SHEET – PART I</p>	
<p>Title of Report: SUNDERLAND CITY COUNCIL STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA) 2010-2025</p>	
<p>Author: Deputy Chief Executive</p>	
<p>Purpose of Report: The purpose of this report is to inform the Cabinet of the preparation and outcome of the update to the Strategic Housing Land Availability Assessment (SHLAA) for the city and to seek its approval for its use in developing the Local Development Framework.</p>	
<p>Description of Decision: Cabinet is requested to agree and endorse the 2010 update to the Strategic Housing Land Availability Assessment.</p>	
<p>Is the decision consistent with the Budget/ Policy Framework? Yes</p>	
<p>If not, Council approval is required to change the Budget/ Policy Framework</p>	
<p>Suggested reason(s) for Decision: To comply with the requirement to prepare an update to the Strategic Housing Land Availability Assessment report as set out in Planning Policy Statement 3 Housing (PPS3).</p>	
<p>Alternative options to be considered and recommended to be rejected: Under PPS3 the Council is required to produce an annual update to the SHLAA to inform the evidence base of the emerging Local Development Framework, consequently no alternative options can be recommended.</p>	
<p>Is this a “Key Decision” as defined in the Constitution? Yes</p>	<p>Relevant Scrutiny Committee: Environment and Attractive City Scrutiny Committee</p>
<p>Is it included in the Forward Plan? Yes</p>	<p>Planning and Highways Committee</p>

SUNDERLAND CITY COUNCIL STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT 2010-2025

REPORT OF THE DEPUTY CHIEF EXECUTIVE

1.0 Purpose of Report

- 1.1 The purpose of this report is to inform the Cabinet of the preparation and outcome of the Strategic Housing Land Availability Assessment (SHLAA) for the city and to seek its approval for its use in developing the Local Development Framework.

2.0 Description of Decision

- 2.1 Cabinet is requested to : Agree and endorse the 2010 update to the Strategic Housing Land Availability Assessment.

3.0 Background and current position

- 3.1 A top priority for Government is to ensure that land availability is not a constraint on the delivery of new homes and that a more responsive approach is taken to land supply at a local level. As such PPS3 Housing (2006) requires local planning authorities to keep under regular review informed assessments of its long term housing land supply that :

- Identifies specific, deliverable sites for the first five years of a development plan; (to be deliverable a site must be available, suitable and achievable).
- Identifies specific, developable sites for years 6-10 and ideally years 11-15 (to be developable a site should be in a suitable location and there should be a reasonable prospect that the site is available for housing and could be developed at the point envisaged).
- Indicates broad locations for future growth for years 11-15 if specific sites cannot be identified.

- 3.2 The supply of land is demonstrated through the production of a Strategic Housing Land Availability Assessment (SHLAA), which assesses sites for their housing potential and when they could be developed. This is the second SHLAA that the Council has prepared to satisfy national policy requirements and looks at the potential land supply for housing for the period 2010 to 2025.

- 3.3 It must be emphasised that the SHLAA is not a policy document that formally determines whether a site should be allocated or developed for housing purposes.

- 3.4 The SHLAA is an integral part of the evidence base that will inform both the Core Strategy and the Allocations Development Plan Document of the city's emerging Local Development Framework (LDF). It is the role of the LDF to determine which specific sites are to be allocated for housing purposes to best

meet the objectives of the council. Without the SHLAA, the LDF could be proved to be unsound and as such it could be struck down at Examination.

- 3.5 In addition to considering the long term potential of housing land, local authorities are also required to demonstrate that they have a supply of deliverable land for housing for the next five years in line with PPS3. In the event that a five year supply cannot be met, the local planning authority may have to consider favourably planning applications for housing on unallocated sites. The role of the SHLAA is therefore an important material consideration in the determination of planning applications.
- 3.6 Key requirements of a SHLAA are set out in PPS3 and CLG Practice Guidance. They are:
- A list of sites, cross-referenced to maps showing locations and boundaries;
 - Assessment of the deliverability and developability of each identified site to determine realistically when a site might be developed;
 - The potential quantity of housing that could be delivered on each identified site;
 - Constraints on the delivery of identified sites and recommendations on how these constraints could be overcome.
- 3.7 ***Housing and Planning Delivery Grant:*** Government requires that the SHLAA is regularly kept up to date. Given the importance it attaches to ensuring there is a continuous supply of housing land, the Housing and Planning Delivery Grant (HPDG) reward mechanism was revised in 2009. Enhanced payments were made to those authorities who could not only demonstrate they held a five year housing land supply, but could also show that they could demonstrate a supply over 15 years (that is the full SHLAA) and that this has the endorsement of a 'housing market partnership'. In 2009, the Council's SHLAA received the full enhanced payment of £127,969 which alongside South Tyneside was the highest award to any of the five Tyne and Wear Authorities.
- 3.8 To be eligible for HPDG in 2010, there was a requirement to complete and submit the revised SHLAA to CLG by 31 March 2010, that both demonstrated a five and fifteen year potential housing supply. It should be noted, that the revised SHLAA now under consideration before Cabinet was duly submitted to meet this deadline.
- 3.9 A full copy of the SHLAA (2010 to 2025) is available from Members' Services.
- 4.0 Main elements of the SHLAA 2010: The city's housing requirements**
- 4.1 The adopted Regional Spatial Strategy (RSS, July 2008) sets average annual net additions for the years 2004 to 2021 which in total amount to 14,960 net additional dwellings for Sunderland over that period (an average of 880 net dwellings per annum). For subsequent years it states that local authorities should assume the average annual rate that RSS sets for the 2004 -2021 period.

- 4.2 From 2004 to the present the gross number of dwellings being created in the city has exceeded the RSS average annual requirements. Interestingly the gross outputs have not been significantly affected by the economic recession that began to bite in late 2007. This does appear to have impacted on private development but in Sunderland the proportion of social housing constructed by the RSLs – notably by Gentoo – has increased to fill the void. However, across all these years, the restructuring of the housing stock has led to substantial housing demolition resulting in a low number of net housing additions, well below the RSS guidelines. This under performance in generating net additional housing has resulted in accumulating annual numbers of dwellings being required if the city is to achieve the total additions to stock foreseen by RSS from 2004.
- 4.3 The consideration of how to treat underperformance in calculating the city’s housing requirements is an issue that is being discussed with Government Office for the North East and the Association of North East Councils as part of preparing the LDF Core Strategy. Table 1 below indicates two possible scenarios; one based on just RSS annual requirements from 2010, the other incorporating an element to recoup the underperformance of the building industry between 2004 and 2010.
- 4.4 In a climate of weak economic growth that is forecast to continue, it is considered the second scenario will perpetuate increasingly unrealistic targets. This would lead to the authority having un-necessarily to identify large amounts of green field land for new housing, undermining its strategic focus on redeveloping a high proportion of previously development (brown field) land. It is proposed that the scenario without the underperformance catch-up element should be accepted as the basis for setting the city requirements to 2025. This will be a minimum target and any additional requirement for housing land reflecting an improving market can be dealt with through the Plan, Monitor and Manage process.

Table 1: Sunderland’s housing requirements 2010 to 2025

		2010/11 – 2014/15 (years 1-5)	2015/16 – 2019/20 (years 6-10)	2020/21 – 2024/25 (years 11-15)	Total (years 1-15)
Scenario 1	RSS requirement	4460	5220	4590	14270
	Average Annual Build Rate	892	1044	918	951
Scenario 2	RSS + underperformance*	5306	6066	5436	16808
	Average Annual Build Rate	1061	1213	1087	1121

* Underperformance against RSS from April 2004 to March 2010 is estimated as 2,538 dwellings. To recoup would need an average additional 169.2 dwellings per year over and above the net annual target for the next 15 years.

5.0 Main elements of the SHLAA 2010: Identifying sites and determining their deliverability

- 5.1 To ensure a common framework for SHLAAs in the North East Region and to ensure a reasonable degree of consistency across the Region in the way data is collated and recorded a SHLAA Regional Implementation Guide has been published by the North East Assembly (NEA, now the Association of North East Councils - ANEC), which reflects the core outputs of Communities and Local Government (CLG) good practice guidance.
- 5.2 A sub-regional key stakeholder partnership for Tyne and Wear has been established along with a key stakeholder panel to assist in the production of SHLAAs within Tyne and Wear. The panel comprises lead local authority officers, representatives from Registered Social Landlords, the Royal Institute of Chartered Surveyors, Home Builders Federation and a planning consultant. The panel allows for regular SHLAA discussions and consultations with Tyne and Wear authorities to take place.
- 5.3 The SHLAA process has assessed a range of sites including:
- those with planning permission
 - those in the Unitary Development Plan (UDP)
 - those in the Interim Strategy for Housing Land (ISHL)
 - sites suggested through pre-application and other discussions
 - sites put forward by developers and landowners through the local authority's call for sites.
- 5.4 This year consideration has focussed on new sites suggested by developers or others and amendments due to changes in the status of the sites included in last year's schedule. The changes include deletion of completed sites or sites re-developed for other purposes; changes to site boundaries; and amendments to capacity estimates. The changes are described in the new schedule.
- 5.5 In accordance with the agreed SHLAA methodology certain sites with challenging development constraints have been excluded from the assessment at the outset, such as those within a Site of Special Scientific Interest (SSSI) or flood risk Zone 3B (functional floodplain). This year, in addition, the results of the Sunderland Employment Land Review 2009 have also been used to sift out sites where there is a categorical recommendation to retain land for employment purposes.
- 5.6 To assess whether sites are deliverable or developable, consultations have been held with a range of experienced and expert participants from both within and outside the council to ensure that information gathered is accurate and a true perspective is gained.

5.7 Information was also placed on the City Council’s website and members of the public were given the opportunity to submit comments on the deliverability of sites. Individual letters of consultation and subsequent meetings were held with those who had raised concerns on particular sites inviting them to submit comments on the deliverability of sites, of which 7 responses were received.

5.8 The results have been considered by the Tyne and Wear SHLAA Partnership who did not raise any concerns and agreed the schedule.

6.0 Main elements of the SHLAA 2010: Results

6.1 Table 2 sets out the main results from the 2010 SHLAA, giving an indication of the total number of potential deliverable and developable dwellings within the next 15 years. The split between greenfield and brownfield sites is also indicated. The table also provides a comparison with the RSS net additional housing requirements from Table 1, i.e. the scenario that excludes underperformance catch-up from previous years

Table 2: SHLAA results

	2010/11-2014/15 Years 1-5		2015/16– 2019/20 Years 6- 10	2020/21- 2024/25 Years 11- 15	Total dwellings Years 1-15		Brownf’ld %	Greenfield %
Required	4460	% of required	5220	4590	14270	% of required		
North	250	6	479	471	1200	8	60	40
Central	1470	33	1492	1253	4215	29	100	0
South	1400	31	1854	1894	5148	36	63	37
Wash’ton	632	14	227	0	859	6	94	6
Coalfield	1376	31	1307	618	3301	23	59	41
City	5359*	120	5359	4236	14954*	105	75*	25

* Total takes into account 231 dwellings from deliverable small sites (under 10 dwellings) that have planning permission. These sites have not been attributed to the individual ARFs. They are all classed as brownfield.

6.2 Overall the estimated capacity of identified deliverable and developable sites is marginally more than the RSS requirement for the 15 year period. Only in the last period is there a small shortfall against the RSS requirement.

6.3 Brown field land comprises some 75% of the total sites identified, which, if all were used for the new RSS requirement could provide 78%. Notwithstanding, it should be noted that there has been a substantial recalculation in the potential capacity of some major brown field sites in Central Sunderland, notably Vaux and Farringdon Row, to better reflect the changing housing market; also, in Farringdon Row’s case, to reflect a large reduction in the available housing site due to the proposed release for the justice centre. .

- 6.4 In the first 5 years, the SHLAA has identified a deliverable housing capacity of 5,359 units which is in excess of the 5 year requirements (set out under both Scenarios in Table 1). It should be noted that some of the larger sites expected to come forward in the first 5 years (for example Lambton Cokeworks and Lisburn Terrace) would in reality continue building into the 6-10 year period. Central Sunderland and Sunderland South together are capable of delivering 64% of the total city requirement in the first 5 years, increasing to 66% over the whole 15 years.
- 6.5 The Coalfield can bring forward 31% in the first 5 years and 23% overall, potentially higher than its proportion of the population (17%).
- 6.6 However North Sunderland and Washington continue to be constrained in the amount of housing they can bring forward due to their built up nature and restrictions to expansion, notably by the Green Belt.
- 6.7 The sites within years 1-5 are the most important, as these are the deliverable sites which have no major constraints to their early development and have been identified as being suitable for housing purposes. It is expected that over time sites within years 6-10 and 11-15 will overcome their constraints and come forward to ensure a continuous supply of deliverable and developable sites.

7.0 Next steps

- 7.1 The supply of land will be monitored on an annual basis and managed to ensure that a continuous five years supply of deliverable sites is maintained. New sites that have not been previously identified may well come forward in the meantime and will be taken into consideration in the monitoring process and subsequent revisions of the SHLAA. The monitoring of the supply of deliverable sites will be linked to the City Council's LDF Annual Monitoring Report review process.

8.0 Reason for decision

- 8.1 To comply with the requirement to prepare an update to the Strategic Housing Land Availability Assessment report as set out in Planning Policy Statement 3 Housing (PPS3).

9.0 Alternative options

- 9.1 Under PPS3 the Council is required to produce an annual update to the SHLAA to inform the evidence base of the emerging Local Development Framework, consequently no alternative options can be recommended.

10. Financial Implications

- 10.1 Submission of the SHLAA by 31st March 2010 would make the Local Authority eligible to receive an award under the Housing and Planning Delivery Grant.

11.0 Background Papers

Planning Policy Statement 3 – Housing (PPS3)

Strategic Housing Land Availability Assessments Practice Guidance (CLG)

North East England Strategic Housing Land Availability Assessment: Regional Implementation Guide

Sub-Regional Addendum Concept Paper and Supplementary Guidance.

Sunderland City Council Strategic Housing Land Availability Assessment (SHLAA) 2009-2024

Contact Officer: Jim Daly (0191) 561 1533

Jim.daly@sunderland.gov.uk

ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE

ANNUAL WORK PROGRAMME AND POLICY REVIEW 2010-11

REPORT OF THE CHIEF EXECUTIVE

17 JUNE 2010

1. Purpose of Report

- 1.1 For Members to determine the Annual Work Programme for the Scrutiny Committee during 2010-11, including the main theme for a detailed policy review.

2. Background

- 2.1 The Scrutiny Committee is responsible for setting its own work programme within the following remit:

General Scope: To consider issues relating to environment, neighbourhoods and sense of place

Remit: Local Transport Plan; Unitary Development Plan; Building Control; Coast Protection; Cemeteries and Crematorium; Grounds Maintenance; Highway Services and Streetscene; Waste and Recycling; Allotments.

- 2.2 The City Council's Scrutiny Committees are aligned to the relevant priorities of the Sunderland Strategy. This allows each Scrutiny Committee to focus on the priority areas and targets in the Sunderland Strategy and Local Area Agreement (LAA) and for the work of all Scrutiny Committees to consistently address those areas of performance requiring detailed examination.

- 2.3 This approach, linked to strategic and LAA priorities, is proposed to allow a clear themed focus on the outcomes for the people of Sunderland, and allow for cross-cutting examination of issues, with potential for linking areas of knowledge and expertise that would not ordinarily be brought together, so increasing the likelihood of the committees identifying novel approaches and solutions to the issues they consider.

- 2.4 The most relevant Sunderland Strategy priority for this committee is:

Attractive and Accessible City - creating a city that celebrates and protects its natural and built environment, a place that is recognised inside and outside the city as an attractive and accessible place to live,

work, study and visit. The physical environment will support everyone in the city to achieve their aspirations, now and in the future.

- 2.5 All Scrutiny Committees will take a role in the scrutiny of partnership and area issues and have a role in engaging with partners, external scrutiny, community and public engagement, engaging with media and area scrutiny.

3. Policy Review

- 3.1 Policy review is the process of maintaining an overview of council policies and will usually examine whether the City Council and its partners intended policy outcomes have been achieved. The process will also explore issues such as the perspective of residents affected by the policy.
- 3.2 Policy reviews are project planned with appropriate methodology applied to investigate the chosen topic. This may include meetings, site visits, surveys, public meetings or analysis of comparative practice in other local authorities.

- 3.3 Previous reviews carried out by this Scrutiny Committee have included:

Traffic Issues (with a focus on parking issues); Highway and Network Management (with a focus on the potential for 20mph zones in the city); Allotment Provision; Public Realm and Streetscene; Carbon Management; Child Pedestrian Accidents and Road Safety; Development of Cycling within the city; City Centre Traffic Management and Recycling.

All previous reviews are available at:-

<http://www.sunderland.gov.uk/index.aspx?articleid=3420>

- 3.4 Following the selection of a topic for review, the Committee will receive a report setting out a possible approach to the review. This will include the terms of reference, definitions, links to corporate goals, partnerships, the national and local context, and proposals for gathering evidence.
- 3.5 The shortlist of topics for 2010-11 is listed below. The Committee is recommended to select one topic from this shortlist for an in-depth review. The list includes topics suggested as priorities at the discussions between members, officers and partners at the Annual Scrutiny Conference on 20 May 2010.

Suggested Topics for Policy Review/Task and Finish Group		
	Brief Description	Objective
1.	Sunderland 'The Place'	A review into the strands of activity taking place across the local authority, including the Legible City strategy, PR and Marketing and whether there is a cohesive approach to positioning Sunderland regionally and nationally.
2.	Recycling Implementation Review	To review the success of recycling initiatives and practices across the city and investigate cultures and attitudes toward recycling.
3.	Traffic Management	To review the flow of traffic on routes in, out and across the city (including the City Centre).
4.	Public Realm	A review of the public realm, public spaces between private buildings including pavements, streets, squares, parks.
5.	Reducing the carbon footprint	Developing on best practice around the city.
6.	Encouraging the use public transport	Encouraging the use of public transport through the provision of Park and Ride and Bus Prioritisation schemes.

4. Work Programme

- 4.1 A draft work programme for 2010-11 is attached as Appendix A. The work programme will be populated with items agreed by Members at this meeting and submitted to the July meeting.
- 4.2 The work programme can be amended during the year. Any Member of the Committee can add an item of business to an agenda (see Protocol 1 Overview & Scrutiny Handbook).

5. Conclusion & Recommendation

- 5.1 The Committee is asked to
- (a) Consider the draft Annual Work Programme for 2010-11 and indicate any additions or amendments
- (b) Consider the list of suggestions for policy review and determine one topic for review.

5.2 Subject to any amendment at this meeting, the work programme will be submitted to the Management Scrutiny Committee in its coordinating role.

6 Background Papers

None

Contact Officer : Helen Lancaster 0191 561 1233
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ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE WORK PROGRAMME 2010-11

	JUNE 17.06.10	JULY 12.07.10	SEPTEMBER 20.09.10	OCTOBER 18.10.10	NOVEMBER 15.11.10	DECEMBER 13.12.10	JANUARY 17.01.11	FEBRUARY 14.02.11	MARCH 14.03.11	APRIL 11.04.11
Policy Review	Policy Review and Work Programme Report (HL)	Scoping Report (HL)	Setting the Scene (HL)							
Scrutiny	Household Alterations & Extensions Planning (Allan Jones) Strategic Housing Land Availability Assessment (Neil Cole)	Condition of Fawcett St (Keith Lowes) Planning Application Consultation Process (Keith Lowes) Highways Maintenance (Les Clark) Legible City (Chris Alexander)	Update on Bus Strategy (B Garner, Nexus)	Ryhope Village Conservation Area – Character Appraisal and Management Strategy (Mark Taylor)	Flood Planning (Barry Frost) Public Conveniences (Les Clark)	Local Development Framework – Annual Update (Neil Cole)	Waste Management (Peter High)			
Scrutiny (Performance)			Performance Q1 (Mike Lowe)				Performance Q2 (Mike Lowe)	LAA Delivery Plans		Performance and Policy Review Progress (Mike Lowe)
Cabinet	Forward Plan (SA)	Alterations No 2 - Strategic Planning Document (Article 4 Plan) (Neil Cole) Forward Plan (SA)	Forward Plan (SA)	Forward Plan (SA)	Forward Plan (SA)	Forward Plan (SA)	Forward Plan (SA)	Forward Plan (SA)	Forward Plan (SA)	Forward Plan (SA)
Committee Business	Request to attend - Centre for Public Scrutiny 8 th Annual Conference (HL)	Work Programme (SA)	Work Programme (SA)	Work Programme (SA)	Work Programme (SA)	Work Programme (SA)	Work Programme (SA)	Work Programme (SA)	Work Programme (SA)	Work Programme (SA)

ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE

REQUEST TO ATTEND SEMINAR – CENTRE FOR PUBLIC SCRUTINY 8TH ANNUAL CONFERENCE AND EXHIBITION

REPORT OF THE CHIEF EXECUTIVE

17 JUNE 2010

1. Purpose of Report

- 1.1 For the Committee to consider nominating delegates to the Centre for Public Scrutiny's 8th Annual Conference and Exhibition to be held on 30 June – 1 July 2010.

2. Background

- 2.1 The Council's Overview and Scrutiny Handbook contains a protocol for use of the Scrutiny Committees budget by members to attend training and conferences relevant to the remit of the Committee.

3. Conference Details

- 3.1 An invitation has been received from the Centre of Public Scrutiny with regard to its 8th Annual Conference and Exhibition to be held **30 June – 1 July 2010, at The Brewery, London.**

- 3.2 The theme for this two day conference will be future accountability and transparency in public services.

- 3.3 Day one will cover regaining public trust, tackling inequalities and addressing how to sustain outcomes from accountability in hard financial times. There will also be a debate on how accountability can create opportunities for the public to shape the delivery of local services, for example, through the Total Place initiative.

On day two, a member development programme will offer councillors and other non-executive members an opportunity to network and discuss current issues. Themes will include questioning and chairing skills, skills needed to evaluate evidence and the role of politics in the scrutiny process.

- 3.4 The cost of attending this conference is £399 + VAT per delegate; however several places have already been secured at an early bird rate of £359 + VAT.
- 3.5 It is suggested that the Committee nominate one or two Members to attend the Conference.

4. Recommendation

- 4.1 The Committee is asked to consider the attendance of Members to the above conference, to be accompanied by the Head of Overview and Scrutiny, to be funded from the budget of the Scrutiny Committee.

5. Background Papers

None

Contact Officer: Helen Lancaster, Acting Scrutiny Officer
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CfPS 8th annual conference & exhibition

Sustaining outcomes in changing times

30th June - 1st July 2010, The Brewery, London

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Highlights of the programme

A full and exciting programme with expert speakers already confirmed. Visit the website for the latest programme updates

Scrutiny Exchange Live!

'Total Place, Total Accountability' debate

Accountability Works! Charter



In partnership with:





CfPS 2010: Accountability works! sustaining outcomes in changing times

The theme for our 8th annual conference will be future accountability and transparency in public services. We will cover the important issues of the day: regaining public trust, tackling inequalities and addressing how to sustain outcomes from accountability in hard financial times. We will also debate how accountability can create opportunities for the public to shape the delivery of local services, for example, through the Total Place initiative.

CfPS 2010 is ideally timed to provide the perfect platform for the Government of the day to share their vision for accountability and transparency in public services with our delegates.

Interactive sessions will examine how public accountability and transparency can bring added value to the delivery of local services at a time when public expectations of services are high, but trust in organisations and institutions is at an all time low and budgets are likely to be cut.

On Day 2, our officer development programme will explore issues around community engagement, as well as discuss the role of scrutiny in challenging organisational culture and the potential risks that scrutiny might be under from budget cuts. Our member development day will offer councillors and other non-executive members an opportunity to network and discuss current issues. Themes will include questioning and chairing skills, skills needed to evaluate evidence and the role of politics in the scrutiny process.



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CfPS 2010 is the only scrutiny event that you will need to attend in 2010



Scrutiny Exchange Live!

For the first time, CfPS is bringing the online scrutiny exchange network to life at our 2010 conference. We will be asking our delegates to bring their knowledge and expertise into this forum to share and learn from each other.

Scrutiny Exchange Live provides the perfect opportunity for you to set the agenda. The Exchange will have 6 zones reflecting issues facing local communities - democracy, health and wellbeing, crime and disorder, children and young people, economy and community. Running throughout the day, delegates will be able to suggest any pressing issues they may have in relation to these themes. The most popular topics will be identified and delegates will be able to join in discussions in the relevant zones.



Good Scrutiny Awards - We want to hear how you have successfully influenced excellent public services

If you, or your organisation, have done something in the last year that you are proud of CfPS encourages you to submit an entry for the Good Scrutiny Awards 2010. We want to help you celebrate your success and help others to learn from what you've done.

Now in their 3rd year, the Awards celebrate accountability and transparency in public services, the work of non-executives in the public sector and also public sector organisations that respect the work of non-executives.

The new categories for 2010 are:

- Community influence
- Added value
- Innovation
- Team of the year
- Raising the profile
- Joint working
- Practitioner of the year
- Accountable organisation of the year

The shortlisted entries will have an opportunity to showcase their work in the Successful Scrutiny Zone at CfPS 2010 and will be offered a free delegate pass for the 30 June 2010. The Awards will be presented during the gala dinner.

All entries must be received by 1 March 2010 and the short-listed candidates will be announced in May.



To find out more and to submit your example of Good Scrutiny, please go to:

www.tcp-events.co.uk/cfps2010

Why should you attend?

CfPS 2010 is the largest conference dedicated to explore the latest developments in public scrutiny, accountability and transparency. You will be able to:

- Hear directly from the government of the day about their vision for accountability in public service delivery
- Explore how public empowerment is becoming central to scrutiny and accountability across local government, police and the health service

- Explore how scrutiny can tackle today's issues - ensuring the public receive value for money in critical economic times
- Learn about innovative techniques and best practice from experts across the public sector.



- Meet and share ideas and experiences with colleagues facing the same challenges
- Discover what is on the horizon from the CfPS.



Gala dinner

In addition to Scrutiny Exchange Live! CfPS 2010 offers networking opportunities in less formal surroundings with our drinks reception and gala dinner on the evening of 30 June. The dinner offers plenty of time to catch up with colleagues and enjoy the evening, culminating with the Good Scrutiny Awards 2010 ceremony.

Who should attend?

National government

- Parliamentary Select Committees
- House of Commons Clerks
- Backbench MPs

Crime and justice

- Police Authority members
- Probation Board members

Education

- School governors
- School governing bodies

Local government

- Overview and Scrutiny Committees (OSCs)
- Health OSCs and Joint OSCs
- OSC support officers
- Non-executive councillors

Health and social care

- NHS non-executive board members (primary care, acute care, mental health)
- Foundation Trust public governors and staff governors
- Local Involvement Networks (LINKs) and LINK Hosts



Conference exhibition

Be a part of Scrutiny Exchange Live! - CfPS' innovative and new approach to networking and exhibitions. Our exhibition area will be made up of carefully selected zones reflecting different issues facing local communities: democracy, health and wellbeing, crime and disorder, children and young people, economy and community.

Exhibitions can sometimes feel like a fringe event or a not well thought out add on to a conference. Be a part of the Scrutiny Exchange Live and you will be an exciting and fundamental part of CfPS 2010.

To discuss this new concept and find out details about the packages available, please contact the CfPS conference office. Tel: 01323 637707
email: cfps2010@confpeople.co.uk

The Brewery, Chiswell Street, London EC1Y 4SD

A Grade II listed building, set within its own private courtyard, the Brewery provides a unique setting for our conference. The Brewery is situated in the heart of the City within walking distance of several Underground and mainline train stations. There are several car parks within close proximity of the venue and the area has accommodation to suit all price-ranges. Please visit their website for accommodation listings: www.thebrewery.co.uk/contact/hotels



Fees	UP TO 31ST MARCH 2010	Full Rate £	Reduced Rate £	Supported Rate £
Early-bird registration fees apply to registrations received on or before 31 March 2010.	Day 1	269.00	179.00	143.00
	Day 2	252.00	162.00	126.00
	Day 1 & Day 2	476.00	314.00	269.00
	Day 1, 2 & Dinner	521.00	359.00	305.00
	Dinner only	60.00		
	FROM 1ST APRIL 2010	Full Rate £	Reduced Rate £	Supported Rate £
	Day 1	299.00	199.00	159.00
	Day 2	280.00	180.00	140.00
	Day 1 & Day 2	529.00	349.00	299.00
	Day 1, 2 & Dinner	579.00	399.00	349.00

Full rate Central Government departments & agencies, private sector

Reduced rate Local authorities, other public sector organisations

Supported rate Schools, voluntary organisations, trade unions, LINKs

Centre for Public Scrutiny Tel: 020 7296 6451 Email: info@cfps.org.uk

CfPS Conference Office Tel: 01323 637707 Email: cfps2010@confpeople.co.uk

ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE

FORWARD PLAN – KEY DECISIONS FOR THE PERIOD 1 JUNE 2010 – 30 SEPTEMBER 2010

REPORT OF THE OFFICE OF THE CHIEF EXECUTIVE 17 JUNE 2010

1. Purpose of the Report

- 1.1 To provide Members with an opportunity to consider those items on the Executive's Forward Plan for the period 1 June 2010 – 30 September 2010 which relate to the Environment and Attractive City Scrutiny Committee.

2. Background Information

- 2.1 Holding the Executive to account is one of the main functions of Scrutiny. One of the ways that this can be achieved is by considering the forthcoming decisions of the Executive (as outlined in the Forward Plan) and deciding whether Scrutiny can add value in advance of the decision being made. This does not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.3 To this end, it has been agreed that, the most recent version of the Executive's Forward Plan should be included on the agenda of each of the Council's Scrutiny Committees. The Forward Plan for the period 1 June 2010 – 30 September 2010 is attached as **Appendix 1**.

3. Current Position

- 3.1 Following member's comments on the suitability of the Forward Plan being presented in its entirety to each committee it should be noted that only issues relating to the specific remit of the Environment and Attractive City Scrutiny Committee are presented for information and comment.
- 3.2 For members information the remit of the Environment and Attractive City Scrutiny Committee is as follows:-

Building Control, Unitary Development Plan, Place Shaping, Local Transport Plan, Coast Protection, Cemeteries and Crematorium, Grounds Maintenance, Management and Highways Services, Allotments.

- 3.3 In the event of Members having any queries that cannot be dealt with directly in the meeting, a response will be sought from the relevant Directorate.

4. Recommendations

- 4.1 To consider the Executive's Forward Plan for the period 1 June 2010 – 30 September 2010

4. Background Papers

None

Contact Officer : Sarah Abernethy 0191 561 1230
Sarah.Abernethy@sunderland.gov.uk

**Forward Plan -
Key Decisions for
the period
01/Jun/2010 to
30/Sep/2010**



**R.C. Rayner,
Chief Solicitor,
Sunderland City
Council.**

14th May 2010

Forward Plan: Key Decisions from - 01/Jun/2010 to 30/Sep/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01090	To approve submission document & sustainability appraisal for development in the Hetton Downs area to form part of the Council's Local Development Framework.	Cabinet	02/Jun/2010	Local residents, stakeholders, service providers, community reference group, Members	Meetings, briefings, letters, email, public exhibition, sunderland.gov.uk	Via contact officer by the 21 May 2010 - Environment and Attractive City Scrutiny Committee	Cabinet report, report on preferred option consultation responses, submission document for Hetton Downs Area Action Plan, formal sustainability report.	Keith Lowes	5611564
01389	To approve the procurement of specialist grass cutting and horticultural equipment.	Cabinet	02/Jun/2010	Corporate Procurement; Director of Financial Resources; Member with Portfolio for Attractive and Inclusive City	Cabinet Report ; Briefings	To contact officer by 21 May - Environment and Attractive City Scrutiny	Report	Les Clark	5614501

Forward Plan: Key Decisions from - 01/Jun/2010 to 30/Sep/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01392	To consider the recommendations of the Environment and Attractive City Scrutiny Committee following a review into the introduction of 20 mph zones in the City.	Cabinet	02/Jun/2010	Council Officers, Police, Northumbria Road Safety Initiative, other local authorities	Evidence at Scrutiny Meetings and findings of Traffic Working Group	Via the Contact Officer by 21 May 2010 - Environment and Attractive City Scrutiny Committee	Working Group minutes	Jim Diamond	5611396

Forward Plan: Key Decisions from - 01/Jun/2010 to 30/Sep/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01407	To approve the review of the Strategic Flood risk Assessment as input into the LDF and as a material consideration for Development Control purposes.	Cabinet	02/Jun/2010	Council Directorates	Memos, emails and discussions	To contact officer by end of May - Environment and Attractive City Scrutiny Committee.	full report	Neil Cole	5611574
01410	To seek approval to extend the existing wastes management contracts to 30 June 2010.	Cabinet	02/Jun/2010	Portfolio Holder; Corporate Procurement; Director of Financial Resources; Chief Solicitor	Report and Briefings	In writing to the Executive Director of City Services - Environment and Attractive City Scrutiny	Report	Peter High, Project Director Strategic Waste	5614550
01393	To consider the recommendations of the Environment and Attractive City Scrutiny Committee following a review of allotment provision.	Cabinet	02/Jun/2010	Council Officers, Allotment Holders and Associations	Evidence at Allotment Provision Working Group	Via the Contact Officer by 21 May 2010 - Environment and Attractive City Scrutiny Committee	Working Group minutes	Jim Diamond	5611396

Forward Plan: Key Decisions from - 01/Jun/2010 to 30/Sep/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01406	To approve the Review of the Strategic Housing Land Availability Assessment.	Cabinet	02/Jun/2010	Director of Financial Resources, Chief Solicitor	Memos, emails and discussions	To contact Officer by end of May - Environment and Attractive City Scrutiny Committee.	Cabinet report and draft Strategic Housing Land Availability Report	Neil Cole	5611574
01413	To consider proposed projects for the Council's 2010/11 Capital Programme of City Centre Improvements	Cabinet	02/Jun/2010	Council Directorates, Portfolio Holders	Meetings, correspondence	To contact officer by 24th May 2010 - Environment and Attractive City Scrutiny Committee	Cabinet Report	Graeme Farnworth	5611551

Forward Plan: Key Decisions from - 01/Jun/2010 to 30/Sep/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01404	To approve the saved policies contained within the adopted Alteration Number 2 to the Unitary Development Plan.	Council	24/Jun/2010	Director of Financial Resources and Chief Solicitor	Memos, emails and discussions.	To Contact Officer by end of May - Environment and Attractive City Scrutiny Committee.	full report	Neil Cole	5611574

Forward Plan: Key Decisions from - 01/Jun/2010 to 30/Sep/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01402	To adopt the Household Alterations and Extensions Document as Supplementary Planning Document.	Cabinet	21/Jul/2010	General Public, internal stakeholders (planning policy, development control) and external stakeholders	Letters and memos sent to statutory and non-statutory consultees. Public exhibition.	To contact officer by end of June - Environment and Attractive City Scrutiny Committee -	Household alterations and extensions supplementary planning document.	Allan Jones	5612545
01403	Accessible Bus Network Design Project - Outcome of Public Consultation (March - June 2010)	Cabinet	21/Jul/2010	Portfolio Holder for Attractive and Inclusive City; Nexus; Chief Solicitor; Director of Financial Resources	Briefings; Meetings; e-mails	To contact officer by end of June - Environmental and Attractive City Scrutiny Committee	Cabinet Report	Bob Donaldson, Transportation Manager	5611517

Forward Plan: Key Decisions from - 01/Jun/2010 to 30/Sep/2010

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01412	To approve the procurement of specialist vehicles to be used in the waste and cleaning service.	Cabinet	21/Jul/2010	Corporate Procurement; Director of Financial Services; Chief Solicitor; Member with Portfolio for Attractive and Inclusive City	Report; Briefings	In writing to the Executive Director of City Services - Environment and Attractive City	Report	Les Clark, Head of Street Scene	5614540